# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

## Schedule Number: N1-462-94-001

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 10/16/2023

#### **ACTIVE ITEMS**

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All items except those listed below are active.

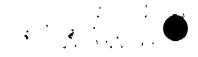
### SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 2 was superseded by N1-462-97-001 / 2.

Item 5a was superseded by N1-462-05-006 / 1a.

|  |   |   |   | مد   | •   |  |
|--|---|---|---|--|---|--|
| REQUEST FOR RECORDS DISPOSITION AUTHORITY  |   |   | LEAVE BLANK (NARA use only)   |  |   |  |
| (See Instructions on reve  |   |   | JOB NUMB<br>N1-462  | ER<br>2-94-1                                       |   |  |
|  |   |   | DATERECEIVED  |  |   |  |
| WASHINGTON, DC 20408   |   |   | 3/22/94   |  |   |  |
| 1. FROM (Agency or establishment)<br>U.S. Department of Agriculture  |   |   | NOT   | NOTIFICATION TO AGENCY                             |   |  |
| 2. MAJOR SUBDIVISION   |   |   |   | dance with the p<br>3303a the dispos               |   |  |
| ood Safety Inspection Service  |   |   | including<br>for items  | g amendments, is a<br>s that may be mark           | pproved except<br>ed "disposition                                       |  |
| 3. MINOR SUBDIVISION   |   |   | not appro   | oved," or "withdraw                                | n" in column 10.  |  |
| 4. NAME OF PERSON WITH WHOM TO CONFER  | 5. TELEPHONE  |   | DATE  | ARCHIVISTOF  | THE UNITED STATES   |  |
| ernie M. McLendon  | 202) 720-5  | 033   | 10-24-94  | Gunda the  | kamp Peterson   |  |
| 6. AGENCY CERTIFICATION  |   |   |   | and the  |   |  |
| I hereby certify that I am authorized to act for t<br>and that the records proposed for disposal on<br>of this agency or will not be needed after the<br>the General Accounting Office, under the pro<br>Agencies,<br>is not required; is att  | this agency in m<br>the attached<br>retention perio<br>ovisions of Title<br>ached; or   | page(<br>ds specifies 8 of the  | rtaining to<br>s) are not r<br>ied; and th<br>GAO Mar<br>as been re | now needed fo<br>nat written con<br>nual for Guida | n of its records<br>or the business<br>icurrence from<br>nce of Federal |  |
| DATE SIGNATURE OF AGENCY REPRI   | ESENTATIVE  | TITLE   |   |  |   |  |
| Coral Rad  |   |   |   |  |   |  |
|  |   |   |   |  |   |  |
| 7.<br>ITEM 8. DESCRIPTION OF ITEM AND PROP<br>NO.  | POSED DISPOSI   | TION  | SU  | 9. GRS OR<br>IPERSEDED<br>B CITATION               | 10. ACTION<br>TAKEN (NARA<br>USE ONLY)                                  |  |
| This disposal Schedule provid<br>disposition standards for Dep<br>Agriculture, Food Safety Insp<br>files maintained in official<br>plants, and import inspection<br>This schedule covers grant of<br>material, establishment sanit<br>label applications, and repor<br>Also included are files on im<br>exported product, packaging m<br>product ingredient approvals.<br>Establishment Files should in<br>records maintained in FSIS ap<br>poultry, and import facilitie<br>See attached list of Record D<br>Requested Disposition Authori<br>This schedule supersedes only<br>pertain to the establishment | artment of<br>ection Serv<br>meat and po-<br>establish<br>inspection<br>ation, trace<br>ts and state<br>ported and<br>aterial, and<br>The Office<br>cluded all<br>proved mean<br>s.<br>escriptions<br>ties. | oultry<br>ments.<br>n<br>de<br>tistics<br>nd<br>cial<br>t,<br>s and<br>ch | 5.  |  |   |  |
| of FSIS Disposal Authority NC<br>remainder of the schedule rem<br>all other copies.  | 1-462-80-3  | . The   |   |  |   |  |
| 115-109 NSN 7540-00-63<br>PREVIOUS EDITION N   | 4-4064 7<br>OT USABLE   |   | STAN  | IDARD FORM<br>Pres                                 | 115 (REV. 3-91)<br>scribed by NARA<br>36 CFR 1228                       |  |



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1. Grants of Inspection Material including records relating to granting, inaugurating, suspending, and withdrawing inspection services in meat and poultry slaughter and processing establishments.

> a. Establishment Case Files consisting of material on individual applications for inspection, establishment operations, deficiencies of operation, suspension or withdrawal of inspection, water potability certificates, and other matters pertaining to inspection activities at a specific establishment.

#### Establishment Copy

Destroy when inspection is permanently withdrawn or plant closes.

**b.** Process Control Inspection Systems. Acceptance letter and related documentation and correspondence on approved process control inspection system. Includes all Partial Quality Control, Total Quality Control, HAACP, and other related systems and procedures.

Establishment Inspector's Copy Destroy when obsolete or superseded

c. Certificates, correspondence, permits, and other material supplied by plant management to inspection personnel and required by FSIS regulations or Federal, state, and local authorities to operate as an approved meat and poultry establishment.

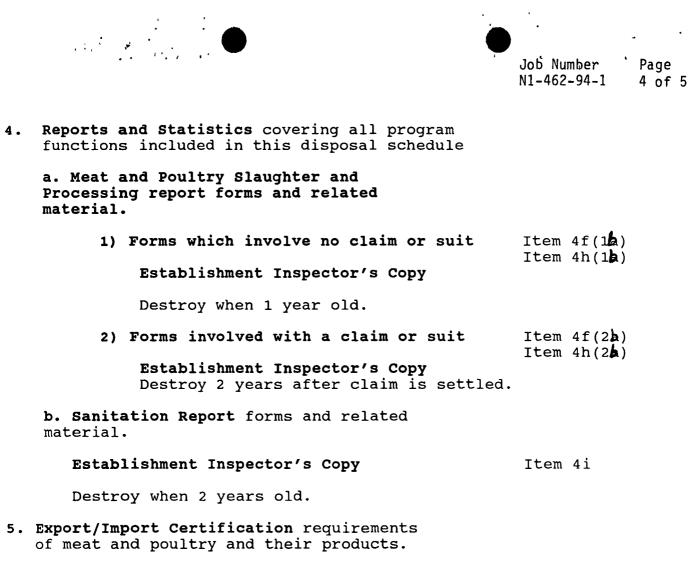
Establishment Inspector's Copy Screen annually and destroy all obsolete material.

2. Establishment Sanitation material including records relating to approvals of establishment plant equipment and materials used and records relating to sanitation.

a. Equipment for use in establishments. Case Files of individual applications including applications for experimental equipment. Includes drawings and related correspondence. Item 9a2

Item 9a2

|  | `.                                  |   |
|--|-------------------------------------|---|
|  | Job Number Page<br>N1-462-94-1 3 of | 5 |
| 1) Equipment Application hard copy.  | Item<br>10d1b(2)                    |   |
| <b>Establishment Inspector's Copy</b><br>Destroy when equipment is replaced or<br>cancelled.   | 10012(2)                            |   |
| 2) Temporary or experimental equipment<br>files maintained by establishment<br>inspectors.   | 27Em<br>10016(1)                    |   |
| Equipment approved for use for Specific period of time   |                                     |   |
| Establishment Inspector's Copy<br>Destroy when 1 year old. AFTER TEmPorary<br>APPRoval EXPIRES.<br>b. Plant Improvement Program.<br>Documentation of planned construction or<br>maintenance programmed or completed in the<br>establishment and scheduled by establishment<br>inspector. |                                     |   |
| Establishment Inspector's Copy<br>Destroy when 2 years old.  |                                     |   |
| <ol> <li>Trade Label Applications and related material<br/>used in conjunction with meat and poultry<br/>products.</li> </ol>  |                                     |   |
| a. Sketches that do not result in final approved label.  | Item<br>11c2b                       |   |
| <b>Establishment Inspector's Copy</b><br>Destroy when no longer needed, but no later<br>than 1 year after end of fiscal year<br>disapproved.   |                                     |   |
| b. Temporary or limited label approvals  | Item<br>11b2                        |   |
| Establishment Inspector's Copy<br>Destroy when rescinded or time limit expires.  |                                     |   |
| <b>c. Permits or Certificates</b> used to certify<br>that meat and poultry is wholesome and<br>unadulterated, ship product/labels between<br>official establishments, or condemnation<br>certificates.   |                                     |   |
| Establishment Inspector's Copy<br>Destroy when 2 years old.  |                                     |   |



Import Certificates and custom entry forms.

a. Record Copy

Destroy when 2 years old

Item 8c

b. Establishment Inspector's Copy

Destroy when 1 year old.

 6. Packaging or Packaging material approvals Item and related material. Includes brand names, 13c(2) descriptions and conditions of use, lists of substances composing material which identifies all major and minor constituents by proper chemical names.

Establishment Inspector's Copy Destroy when obsolete or superseded. 7. Product Ingredient Approvals and related material. Includes additives, agents, binders, castings, colorings, curing and smoking agents, fats and oils, milk derivatives, preservatives, proteins, seasonings and flavorings, and water.

Establishment Inspector's Copy Destroy when 2 years old or when no longer needed, whicheve is prover.

- 8. In-Plant Lab Analysis conducted to determine species identification, presence of toxic bacteria, or other pathogens present in raw meat and poultry or processed products.
  - a. Forms with negative results

Establishment Inspector's Copy Destroy when 2 years old.

b. Forms with positive results

Establishment Inspector's Copy Destroy when 3 years old.

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Item 17b(2)