

Request for Records Disposition Authority

Records Schedule Number DAA-0463-2021-0007

Schedule Status Approved

Agency or Establishment Animal and Plant Health Inspection Service

Record Group / Scheduling Group Records of the Animal and Plant Health Inspection Service

Records Schedule applies to Major Subdivision

Major Subdivision Emergency and Regulatory Compliance Services

Schedule Subject Federal Select Agent Program

Internal agency concurrences will be provided No

Background Information The Federal Select Agent Program is jointly comprised of the Centers for Disease Control and Prevention/Division of Select Agents and Toxins and the Animal and Plant Health Inspection Service / Division of Agricultural Select Agents and Toxins. The Federal Select Agent Program oversees the possession, use and transfer of biological select agents and toxins, which have the potential to pose a severe threat to public, animal or plant health or to animal or plant products. The Program greatly enhances oversight by:

Developing, implementing, and enforcing the select agent regulations to help ensure this research is conducted in a safe and secure manner.

Providing oversight of possession to ensure that the U.S. government has full awareness of entities in lawful possession of these potentially dangerous biological agents and toxins.

Conducting inspections and approving registrations in order to make sure that appropriate measures are in place at each registered entity to prevent the unauthorized access, theft, loss, or release of select agents and toxins.

Approving individual access to select agents and toxins to help guard against access by bioterrorists or any others who may wish to misuse the agents. All individuals who work with select agents and toxins must first undergo a security risk assessment performed by the FBI.

Receiving reports of a theft, loss, or release of a select agent or toxin to understand and help reduce risks posed by the situation, ensure proper action is taken and appropriate authorities have been notified,

and help the entity identify ways to prevent it from happening in the future.

Taking appropriate enforcement actions for regulatory violations to address the risk and increase future compliance with the regulations.

Serving as a resource on compliance with the regulations by providing guidance, trainings, and outreach to help entities meet the requirements of the regulations.

Collaborating with domestic and international partners to assist others with the development and implementation of appropriate biosafety and security oversight programs.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0463-2021-0007

Sequence Number	
1	Federal Select Agent Program (FSAP) Records Disposition Authority Number: DAA-0463-2021-0007-0001

Records Schedule Items

Sequence Number	
1	<p data-bbox="345 380 1016 411">Federal Select Agent Program (FSAP) Records</p> <p data-bbox="345 432 1151 464">Disposition Authority Number DAA-0463-2021-0007-0001</p> <p data-bbox="345 485 1528 747">This item covers records related to: an entity's application to possess, use and transfer select agents and toxins (SA&Ts); individuals who will have access to SA&Ts, including records related to background investigations; transfers of SA&Ts; identification and final disposition of any SA&Ts contained in a specimen presented for diagnosis, verification, and proficiency testing; inspections of registered entities; requests for exemptions from regulatory requirements; and reports of any theft, loss or release of SA&Ts.</p> <p data-bbox="345 768 919 800">Final Disposition Temporary</p> <p data-bbox="345 821 850 852">Item Status Active</p> <p data-bbox="345 873 818 905">Is this item media neutral? Yes</p> <p data-bbox="345 926 818 957">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p data-bbox="345 1073 818 1104">Do any of the records covered by this item exist as structured electronic data? Yes</p> <p data-bbox="345 1199 659 1230">Disposition Instruction</p> <p data-bbox="345 1262 1471 1293">Cutoff Instruction Cut off closed files at the end of the calendar year.</p> <p data-bbox="345 1314 1187 1346">Retention Period Destroy 10 year(s) after cutoff</p> <p data-bbox="345 1388 656 1419">Additional Information</p> <p data-bbox="345 1451 951 1482">GAO Approval Not Required</p>

Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
03/22/2021	Certify	Sheniqua Harris	INformation Manage ment Specialist	MRPBS - ITD
07/30/2021	Submit for Concur rence	Lauren VanZandt	Archivist Specialist	National Archives and Records Administration - ACR3, Appraisal Team 3
08/06/2021	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - ACNR Records Management Services
08/06/2021	Concur	Laurence Brewer	Chief Records Office r	National Records and Archives Administration - National Records and Archives Administration
08/08/2021	Approve	David Ferriero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist