

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0463-2024-0007

Status: APPROVED
Date Approved: 08/20/2025

General Information

Agency or Establishment	Animal and Plant Health Inspection Service
Record/Scheduling Group	0463 - Records of the Animal and Plant Health Inspection Service
Records Schedule Applies To	Agency Subdivision
Major Subdivision	National Veterinary Services Laboratories
Minor Subdivision	Foreign Animal Disease Diagnostic Laboratory
Schedule Subject	Vaccine Bank Records
Additional Schedule Information	The Foreign Animal Disease Diagnostic Laboratory is located at the Plum Island Animal Disease Center (PIADC) on Plum Island, NY. PIADC is scheduled for closure and this schedule was written to allow for the legal transfer or destruction of records held onsite or that are unique to the facility. Temporary analog records that have not met their retention requirements by the time this schedule has been approved will be scanned and maintained electronically.
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	No - the records covered by this schedule do not implicate Tribal interests

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Item Count

Total number of disposition items: 17

Number of Temporary disposition items: 11

Number of Permanent disposition items: 6

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0463-2024-0007

Item #	Title	Disposition
0001	Manufacturer Batch Records	Temporary
0002	Manufacturer Contracts	Temporary
0003	Unsuccessful Contracts	Temporary
0004	146S Analysis	Temporary
0005	Antigen Testing	Temporary
0006	Lab Notebooks	Temporary
0007	Entry Log Books	Temporary
0008	Audit Records	Temporary
0009	Select Agent and Biorepository Transfer Records	Temporary
0010	Biosafety Cabinet Usage Forms	Temporary
0011	Individually Held Administrative Records	Temporary
0012	Presentations	Permanent
0013	Photographs	Permanent
0014	NAFMDVB Meeting Materials	Permanent
0015	NAFMDVB Organization and Operation Records	Permanent
0016	NAFMDVB Correspondence Files	Permanent
0017	NAFMDVB Audio Recordings	Permanent

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Records Schedule Items

DAA-0463-2024-0007-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Manufacturer Batch Records	
Item Description	Quality control and product documentation sent by manufacturers and additional quality control testing performed by VB.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cut off at end of product life.	
Retention Period	Destroy 10 year(s) after cutoff	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

DAA-0463-2024-0007-0002		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Manufacturer Contracts	
Item Description	Contracts between USDA and a vaccine manufacturer outlining the legal requirements and expectations of each party.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cut off at end of product life.	

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Retention Period	Destroy 10 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0463-2024-0007-0003		STATUS: Active	
ITEM GENERAL INFORMATION			
Item Title		Unsuccessful Contracts	
Item Description		Records documenting the specifications and evaluations of unsuccessful vaccine manufacturing contracts.	
Is this item media neutral?		Yes	
Is this item a Big Bucket?		No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS			
Does this item supersede existing disposition authorities?		No	
Is this item a deviation from the GRS?		No	
DISPOSITION INSTRUCTION			
Final Disposition		Temporary	
Cutoff Instructions		Cut off at end of Calendar year.	
Retention Period		Destroy 3 year(s) after cutoff	
ADDITIONAL INFORMATION			
Are any of the records covered by this item national security classified?		No	
GAO Approval Required		No	

DAA-0463-2024-0007-0004		STATUS: Active	
ITEM GENERAL INFORMATION			
Item Title		146S Analysis	
Item Description		In vitro potency/stability testing documentation of 146S antigen used for Foot and Mouth Disease vaccine production.	
Is this item media neutral?		Yes	
Is this item a Big Bucket?		No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS			
Does this item supersede existing disposition authorities?		No	

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Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at end of product life.
Retention Period	Destroy 50 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0463-2024-0007-0005		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Antigen Testing	
Item Description	Records relating to testing the potency of vaccine made from antigen purchased for the stockpile, including innocuity, PD50 (or PGP), 146S regardless of protocol, and other results of tests performed by VB. Records are narrative reports with tables of animal testing results, plus calculations of the viral titers, dilutions, and the potency result. Some reports include a photo of the antigen received.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Cut off at end of Calendar year.	
Retention Period	Destroy 10 year(s) after cutoff	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

DAA-0463-2024-0007-0006	STATUS: Active
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ITEM GENERAL INFORMATION	
Item Title	Lab Notebooks
Item Description	Consist of labels and handwritten tables of data associated with vaccine bank projects.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off when lab notebook is full or associated project is complete.
Retention Period	Destroy 5 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0463-2024-0007-0007	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Entry Log Books
Item Description	Log books of staff entry into the vaccine bank freezer room (Building 100), including sign in and sign out time, initials of all persons entering, and purpose for entering.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off when book is full.
Retention Period	Destroy 3 year(s) after cutoff
ADDITIONAL INFORMATION	

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Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0463-2024-0007-0008		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Audit Records	
Item Description	Manufacturer inspections and test reports of quality assurance done by manufacturers.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cut off at expiration of product.	
Retention Period	Destroy 20 year(s) after cutoff	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

DAA-0463-2024-0007-0009		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Select Agent and Biorepository Transfer Records	
Item Description	Inventories, logs, transfer/shipping forms (ex- 598s) and related records used to account for Select Agent materials. Series includes biorepository transfer (BRT) records, documenting the transfer of Select Agent and other biological materials from PIADC to NBAF.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	

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Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Cut off at end of Calendar year.
Retention Period	Destroy 10 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0463-2024-0007-0010		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Biosafety Cabinet Usage Forms	
Item Description	Forms documenting equipment identification information for biosafety cabinets, and their usage by researchers.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Cut off at end of Calendar year.	
Retention Period	Destroy 3 year(s) after cutoff	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

DAA-0463-2024-0007-0011		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Individually Held Administrative Records	

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Item Description	Records held in individuals' workspaces and offices maintained for reference or use that do not fall under the GRS. This item includes materials that are potentially duplicative of records held in other recordkeeping systems. Records include but are not limited to: -Copies of facility information such as floor plans and safety instructions -Individuals' mission-related training and professional development materials -Records pertaining to work-related travel -Individuals' medical records pertaining to research activities and work-related travel, maintained outside of official personnel folders, clinic records, or other official recordkeeping systems -Meeting notes or working files that were not incorporated into the official record -Background research materials that are not part of an official project file
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	There is no cutoff instruction
Retention Period	Destroy when no longer needed
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0463-2024-0007-0012		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Presentations	
Item Description	Slides, notes, photos, recordings, and other materials related to presentations given by Vaccine Bank staff to internal PIADC and external audiences.	
Is this item media neutral?	Yes	

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Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Cut off at end of Calendar year.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff
ADDITIONAL INFORMATION	
Current Records Format	Textual data:1 GB ; Presentation formats:2 GB ; Digital still images:1 GB
Approximate first year of records covered by this authority	1999
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: --/--/1999 To: --/--/2016
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	Yes
FOIA Exemption(s)	FOIA (b)(3) Statute, FOIA (b)(5) Inter-agency or Intra-agency Memorandums or Letters Not Available by Law
What is the related statute for the FOIA B(3) exemption?	See agency attachment.

DAA-0463-2024-0007-0013	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Photographs
Item Description	Photographs of research activities, meetings, and other mission-related activities.
Is this item media neutral?	No
Media limitation	Digital only
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No

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Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Cut off at end of Calendar year.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff
ADDITIONAL INFORMATION	
Current Records Format	Digital still images:1 GB
Approximate first year of records covered by this authority	1998
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: --/--/1998 To: --/--/2014
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	No

DAA-0463-2024-0007-0014		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	NAFMDVB Meeting Materials	
Item Description	Binders and other collections of records documenting meetings of the members of the North American vaccine bank commissioners, technical committee, emergency group, and other associated groups. Also includes records related to presentations to or meetings with outside stakeholders. Records consist of meeting minutes/documentation of discussions and decisions, presentations, and background materials.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Cutoff Instructions	Cut off at end of Calendar year.	

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Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff
ADDITIONAL INFORMATION	
Current Records Format	Textual data:5 GB ; Paper-based textual records:2 cu ft
Approximate first year of records covered by this authority	1979
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: --/--/1979 To: --/--/2006
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	Yes
FOIA Exemption(s)	FOIA (b)(3) Statute, FOIA (b)(4) Trade Secrets and Commercial or Financial Information, FOIA (b)(5) Inter-agency or Intra-agency Memorandums or Letters Not Available by Law
What is the related statute for the FOIA B(3) exemption?	See agency attachment.

DAA-0463-2024-0007-0015		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	NAFMDVB Organization and Operation Records	
Item Description	Records documenting the organizational structure and operations of NAFMDVB. Records include reports, audits/inspections, scientific studies, and other documentation of NAFMDVB activities.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Cutoff Instructions	Cut off at end of Calendar year.	
Are there multiple instructions for this item?	No	

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Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff
ADDITIONAL INFORMATION	
Current Records Format	Textual data:Less than 1 GB ; Paper-based textual records:Less than 1 cu ft
Approximate first year of records covered by this authority	1990
End year of records covered by this authority	Year: 2011
Date span of the initial transfer	From: --/--/1990 To: --/--/2011
Frequency of transfer	0
Are any of the records covered by this item subject to a FOIA exemption?	Yes
FOIA Exemption(s)	FOIA (b)(3) Statute, FOIA (b)(4) Trade Secrets and Commercial or Financial Information, FOIA (b)(5) Inter-agency or Intra-agency Memorandums or Letters Not Available by Law, FOIA (b)(6) Personal Information
What is the related statute for the FOIA B(3) exemption?	See agency attachment.

DAA-0463-2024-0007-0016	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	NAFMDVB Correspondence Files
Item Description	Correspondence between the head of the NAFMDVB and the head veterinarians of foreign countries, vaccine bank members, and other stakeholders.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Cut off at end of Calendar year.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff

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ADDITIONAL INFORMATION	
Current Records Format	Paper-based textual records:1 cu ft
Approximate first year of records covered by this authority	1990
End year of records covered by this authority	Year: 2011
Date span of the initial transfer	From: --/--/1990 To: --/--/2011
Frequency of transfer	0
Are any of the records covered by this item subject to a FOIA exemption?	Yes
FOIA Exemption(s)	FOIA (b)(3) Statute, FOIA (b)(4) Trade Secrets and Commercial or Financial Information, FOIA (b)(5) Inter-agency or Intra-agency Memorandums or Letters Not Available by Law
What is the related statute for the FOIA B(3) exemption?	See agency attachment.

DAA-0463-2024-0007-0017		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	NAFMDVB Audio Recordings	
Item Description	Audio recordings of NAFMDVB meetings.	
Is this item media neutral?	No	
Media limitation	Paper/analog only	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Cutoff Instructions	Cut off at end of Calendar year.	
Are there multiple instructions for this item?	No	
Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff	
ADDITIONAL INFORMATION		
Current Records Format	Analog audio records:6 audio cassette tapes	
Approximate first year of records covered by this authority	2007	

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End year of records covered by this authority	Year: 2007
Date span of the initial transfer	From: --/--/2007 To: --/--/2007
Frequency of transfer	0
Are any of the records covered by this item subject to a FOIA exemption?	No

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Signatory Information

Action	User	Date
Approve	Marco Rubio (Acting Archivist)	08/20/2025



Office of the Chief
Records Officer for the
U.S. Government

This schedule was signed outside of the ERA system using Standard Form 115.

NARA staff updated ERA to reflect this approval, moving the record schedule into an approved status. The approved status allows for generation of a PDF indicating that the schedule has been approved, and allows an agency to use the schedule in ERA to create transfer requests. The approved date in the system and on the PDF version of the records schedule reflects the system actions.