

Request for Records Disposition Authority

Records Schedule Number **DAA-0584-2015-0001**
Schedule Status **Approved**
Agency or Establishment **Food Safety and Inspection Service**
Record Group / Scheduling Group **Records of the Food Safety and Inspection Service**
Records Schedule applies to **Agency-wide**
Schedule Subject **Risk and Innovations and Management Division Case Files**
Internal agency concurrences will be provided **No**

Background Information

The Food Safety and Inspection Service (FSIS) has implemented new procedures for meat and poultry establishments, egg product plants, and companies that manufacture and sell technology to official establishments. The Agency has moved away from the "pre-approval" approach to one that facilitates the use of beneficial technologies that can enhance food safety while holding establishments accountable for ensuring that new technologies are introduced without compromising (1) the Agency's ability to ensure protection of the public health or (2) the safety of FSIS inspectors. Although FSIS no longer approves technologies, a new technology would be of regulatory interest to FSIS if its use could affect product safety, inspection procedures, inspection program personnel safety, or require changing existing regulations.

Under the new procedures official establishments notify FSIS in writing of their intention to use a new technology. Notification is necessary if FSIS is to effectively conduct its inspection activities. In addition, notification will support FSIS activities designed to:

- Provide a fair and uniform assessment process on new technologies for the meat, poultry, and egg industries.
- Respond to questions regarding the use of new technologies.
- Encourage the development and utilization of new technologies, and
- Be cognizant of the need to reexamine current regulations.

RIMD Request for Authority to Dispose of Records

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
4	0	4	0

GAO Approval

Outline of Records Schedule Items for DAA-0584-2015-0001

Sequence Number	
1	Regulatory Waiver Case Files. Disposition Authority Number: DAA-0584-2015-0001-0001
2	Request for procedure change case files. Disposition Authority Number: DAA-0584-2015-0001-0002
3	Request for suitability determination case files. Disposition Authority Number: DAA-0584-2015-0001-0003
4	Request for product safety case files. Disposition Authority Number: DAA-0584-2015-0001-0004

Records Schedule Items

Sequence Number	
1	<p>Regulatory Waiver Case Files.</p> <p>Disposition Authority Number DAA-0584-2015-0001-0001</p> <p>Request for regulatory case files consisting of records on "no objections," letters and /or "rejections" letters, notifications, protocols, research data, technical review team notifications, technical review team comments, and evaluations, results of in-plant trials, submitters e-mails and correspondence.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>GRS or Superseded Authority Citation N1-462-97-1 Item 10</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off files after rulemaking has been completed and new regulation published.</p> <p>Retention Period Record copy – Destroy 5 years after rule making has been completed and new regulation published. Other copies - Destroy 3 years after rule making has been completed and new regulation published.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Request for procedure change case files.</p> <p>Disposition Authority Number DAA-0584-2015-0001-0002</p> <p>Case files consisting of "no objections," letters and/or "rejection letters," notifications, protocols, research data, technical review team notifications, technical review team comments and evaluations, results of in-plant trials, submitters emails and correspondence.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p>

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Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	No
Disposition Instruction	
Cutoff Instruction	Cut off after "no objection" letter or "rejection" letter has been issued.
Retention Period	Record copy – Temporary. Destroy 5 years old after "no objection" letter or "rejection" letter has been issued Other copies - Temporary. Destroy 3 years old after "no objection" letter or "rejection" letter has been issued
Additional Information	
GAO Approval	Not Required
Request for suitability determination case files.	
Disposition Authority Number	DAA-0584-2015-0001-0003
Case files consisting of "no objection letters" and/or "rejection letters," GRAS notifications, protocols, research data, technical review team notifications, technical review team comments and evaluations, results of in-plant trials, submitters comments and evaluations, emails and correspondence.	
Final Disposition	Temporary
Item Status	Active
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	No
Disposition Instruction	
Cutoff Instruction	Cut off after GRAS Notice has been published.
Retention Period	a. Record copy – Temporary. Destroy 5 years after GRAS Notice has been published. b. Other copies - Temporary. Destroy 3 years after GRAS Notice has been published.

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Additional Information

GAO Approval Not Required

Request for product safety case files.

Disposition Authority Number DAA-0584-2015-0001-0004

Case files consisting of "no objection letters," and/or "rejection letters," notifications, protocols, research data, technical review team notifications, technical review team comments and evaluations, results of in-plant trials, submitters emails and correspondence.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? No

Disposition Instruction

Cutoff Instruction Cut off after "no objection" letter or "rejection" letter has been issued.

Retention Period Record copy – Temporary. Destroy 5 years old after "no objection" letter or "rejection" letter has been issued Other copies - Temporary. Destroy 3 years old after "no objection" letter or "rejection" letter has been issued

Additional Information

GAO Approval Not Required

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
11/09/2015	Certify	Shaina Fisher	Records Officer	Food Safety and Inspection Service - Food Safety and Inspection Service
03/02/2016	Return for Revision	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
03/02/2016	Submit For Certification	Michael Dutt	Management Analyst	USDA FSIS - OM
03/02/2016	Certify	Shaina Fisher	Records Officer	Food Safety and Inspection Service - Food Safety and Inspection Service
03/02/2016	Return for Revision	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
03/14/2016	Submit For Certification	Shaina Fisher	Records Officer	Food Safety and Inspection Service - Food Safety and Inspection Service
03/24/2016	Certify	Shaina Fisher	Records Officer	Food Safety and Inspection Service - Food Safety and Inspection Service
03/24/2016	Submit for Concurrence	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
03/29/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services

03/30/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
03/31/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist