Schedule Number: NC1-088-84-03

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 7/27/2023

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These items, unless subsequently superseded, may be used by the agency to disposition records.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SUPERSEDED AND OBSOLETE ITEMS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 They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling.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.

Items 1, 2, 5-8 are superseded by N1-088-09-005 #1.3.2

Item 4 is superseded by N1-088-09-006 # 2

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK
JOB NO. NC1-88-84-3
DATE RECEIVED 7-30-84
NOTIFICATION TO AGENCY
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.
1-13-85 (Date) — Archivist of the United States

TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)
Department of Health and Human Services

2. MAJOR SUBDIVISION
Public Health Service

3. MINOR SUBDIVISION
Food and Drug Administration

4. NAME OF PERSON WITH WHOM TO CONFER
Linda Querec

5. TEL. EXT.
(301)443-2055

6. CERTIFICATE OF AGENCY REPRESENTATIVE.

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 6 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

☐ **A** Request for immediate disposal.

☒ **B** Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
5/16/84		DHHS Records Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	This request is for a change to certain Bureau of Foods records disposal instructions approved on 2/23/78 (NARS #NC-1-88-78-1). This change is made to comply with FPMR requirements that finite disposal periods be assigned to the records and, where applicable, to authorize their microfilming. (Note: The Bureau of Foods has been renamed the Center for Food Safety and Applied Nutrition.) Joseph S. Ruff FDA Records Liaision Officer 4/30/84 (date) 443-4055 (extension)		9 items

115-107

Copies to Agency & NC 19 Feb 85

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1. F-2	**Food Additive Petitions** Formal requests for food additive regulations received from producers under 21 CFR 171 to permit inclusion of additives in food products. Petition includes name, chemical identity, and composition of additive; statement of proposed use; labeling; data on additive's effects; additive detection analytical methodology; and additive safety investigation reports. Also, all internal documentation supporting regulation, rejection or denial of petition.	RLS/B331/ F2	
	~~a.~~ Record Copy of Petition (paper) Prepare microform copy after completion of final action and petition is regulated, denied, or has final rejection status. Destroy 5 years after completion of retrospective review.		
	✓ b. Record Copy of Petition ~~(microform)~~ Retain in on-site storage area when final action is concluded. Destroy 30 years after completion of retrospective review or when 30 yrs. old, whichever is later.		
	~~c.~~ Duplicate and Triplicate Copies of Petition (paper) Destroy on completion of final action of petition and microform copy is produced and verified.		
2. F-3	**Food Additive Master File** Supporting material from producers of food additives which may concern one or more additives. Includes safety and efficacy test results; protocols; and correspondence between producers, third parties, and FDA.	RLS/B34/ F3	
	~~a.~~ Record Copy of File (paper) Prepare microform copy when action taken on additive(s). Destroy 5 years after completion of retrospective review of the food additives which are the subject(s) of the master files.		

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	~~2.~~ Record Copy of Petition ~~(microform)~~ Retain in on-site storage area when final action is concluded. Destroy 30 years after completion of retrospective review OR when 30 years old, whichever is later. ~~Duplicate and Triplicate Copies of Petition (paper)~~ Destroy on completion of final action on petition and microform copy is produced and verified.		
3. F-4	Food Additive Subject File Correspondence with producers, industry, consumers, and other agencies concerning safety and efficacy of additive. Also advisory opinions, data reports, and evaluation results. Transfer to on-site storeroom 6 years after additive withdrawn from the market. Destroy 30 years after completion of retrospective review OR when 30 years old, whichever is later.	RCS/ID 3311/ F4	
4. F-5	Food Standard Petitions Formal petitions received from various sources proposing to establish or amend standards of identity, quality, or container fill. Results of actions taken and supporting material. Also, food standards initiated within the Agency. ~~Record Copy of Petition (paper)~~ Prepare microform copy after completion of final action and petition is adopted, revised, denied or withdrawn. Destroy 5 years after completion of retrospective review. ~~2.~~ Record Copy of Petition ~~(microform)~~ Retain in on-site storage area when final action is concluded. Destroy 30 years after completion of retrospective review OR when 30 years old, whichever is later.	RCS/ID 3311/ F5	

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	~~a.~~ Duplicate and Triplicate Copies of Petition (paper) Destroy on completion of final action on petition and microform copy is produced and verified.		
5. F-6	Color Additive Petitions and Diluent Petitions Formal requests for color additive or diluent regulations received from producers under 21 CFR171 to permit inclusion of additives or diluents in foods, drugs, devices or cosmetics. Petition includes name, chemical identity, and composition of additive; statement of proposed uses; labeling; data on effects of additive; additive detection analytical methodology; and additive safety investigation reports. Also, all internal documentation supporting regulation, rejection, or denial of petition.	RCS/B331/ F6	
	~~a.~~ Record Copy of Petition (paper) Prepare microform copy after completion of final action and petition is regulated, denied, or has final rejection status. Destroy 5 years after completion of retrospective review.		
	~~b.~~ Record Copy of Petition ~~(microform)~~ Retain in on-site storage area when final action is concluded. Destroy 30 years after completion of retrospective review OR when 30 years old, whichever is later.		
	~~c.~~ Duplicate and Triplicate Copies of Petition (paper) Destroy on completion of final action on petition and microform copy is produced and verified.		
6. F-7	Color Additive and Diluent Master File Supporting material from producers of color additives and diluents which may concern one or more additives and/or diluents. Includes safety and efficacy test results; protocols; and correspondence between producers, third parties and FDA.	RCS/B331/ F7	

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	~~a.~~ Record Copy of File (paper) Prepare microform copy when final action taken on additive(s). Destroy 5 years after completion of retrospective review.		
	b. Record Copy of File ~~(microform)~~ Retain in on-site storage area when final action is concluded. Destroy 30 years after completion of retrospective review OR when 30 years old, whichever is later.		
	~~c.~~ Duplicate and Triplicate Copies of File (paper) Destroy on conclusion of final action and microform copy is produced and verified.		
7. F-10	GRAS Petitions Requests from producers for affirmation that particular substances are generally recognized as safe (GRAS) for use in food. File also contains notification of FDA approval or denial and documentation in support of the action taken.	RCS/B331/ FIO	
	~~a.~~ Record Copy of Petition (paper) Prepare microform copy when petition is approved or denied. Destroy 5 years after completion of retrospective review.		
	b. Record Copy of Petition ~~(microform)~~ Retain in on-site storage area when final action is concluded. Destroy 30 years after completion of retrospective review OR when 30 years old, whichever is later.		
	~~c.~~ Duplicate and Triplicate Copies of Petition (paper) Destroy on completion of final action on petition and microform copy is produced and verified.		

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
8. F-11	**Petition Reviews** Reviews of petitions received from producers of additives that have been previously rejected, giving reason for rejection. Transfer to on-site storeroom 6 years after completion of Agency action. Destroy 30 years after retrospective review OR when 30 years old, whichever is later.	RCS/B331/ F11	
9. F-39	**Sample Control** Form FD-421, Sample Accountability Record, used as basis for testimony given in legal actions and to account for regulatory and food additive samples received from District Offices. Destroy 7 years after receipt or completion of final legal action, whichever is later.	RCS/B331/ F39	
	Note: The retrospective review previously mentioned is being carried out over a ten year period beginning in 1982 to determine whether Agency food and color additives regulations and food standards regulations should be retained, revised, or repealed. This review is required by the Regulatory Flexibility Act, Paperwork Reduction Act, and Executive Order 12291. ~~The status of the files relative to retention or destruction will be reviewed following the review of each regulation.~~ ~~This certifies that the records described on this form will be microfilmed in accordance with the standards set forth in 41 CFR 101-11.506.~~	Deleted per Telcon by Ms. Hert, NCD & Ms. Quevel, PHS 9/25/84	

amended by R.B. Steine NCD 15 Nov 84 — I concur James E. Tucker 1/28/85