

9 items
 RG44
**REQUEST FOR AUTHORITY
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED JUN 1973	JOB NO.
DATE APPROVED	173-346
NOTIFICATION TO AGENCY	
IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 91-287 DISPOSAL OF ITEMS MARKED "DISPOSAL APPROVED" IS AUTHORIZED.	
9-5-73 DATE	<i>James B Rhoda</i> ARCHIVIST OF THE UNITED STATES

TO: GENERAL SERVICES ADMINISTRATION,
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON 25, D. C.

1. FROM (AGENCY OR ESTABLISHMENT) Department of Health, Education, and Welfare	
2. MAJOR SUBDIVISION Food and Drug Administration	
3. MINOR SUBDIVISION Bureau of Radiological Health	
4. NAME OF PERSON WITH WHOM TO CONFER Joseph S. Reiff	5. TEL. EXT. 153-34055

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of 3 pages are proposed for disposal for the reason indicated: ("X" only one)

- A The records have ceased to have sufficient value to warrant further retention.
- B The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

5/4/73 (Date) *L. A. Cusick* (Signature of Agency Representative) L. A. Cusick, Chief Paperwork Management Branch (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
75	The Food and Drug Administration is responsible for assuring the safety, efficacy, and purity of foods, cosmetics and drugs including medical and other devices. The Bureau of Radiological Health is especially concerned with developing and carrying out a national program to control unnecessary radiation exposures and to assure the safe and efficacious use of radiation emitting devices. To this end, the Bureau conducts an electronic product radiation control program, surveillance and compliance programs on radiation exposure, research on the effects of radiation exposure, and develops standards, etc. for reducing radiation exposure. <u>Electronic Products Correspondence File</u> Dispose of after 6 years. Transfer to Washington National Records Center 2 years after final action is completed.		DISPOSAL APPROVED
76	This file consists of hard copies of all correspondence related to the Radiation Control for Health and Safety Act and related administrative documents. <u>Electronic Products Microfilm Aperture Card File</u> Disposal not authorized by this schedule. Transfer to Washington National Records Center 5 years after final action is completed.		DISPOSAL NOT APPROVED

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
77	<p>turers of electronic products, private organizations, individuals, other Federal agencies, and State governments concerning the Radiation Control for Health and Safety Act of 1968.</p> <p><u>Radiation Control Policy and Procedures File.</u> Disposal not authorized by this schedule. Transfer to Washington National Records Center 3 years after final action is completed.</p> <p>This file consists of all documents which support the planning and implementation of standards, regulations, and policies. It includes reports of meetings, hearings, conferences, and communications with other agencies and with State governments.</p>		DISPOSAL NOT APPROVED
78	<p><u>Electronic Products Reports Files</u></p> <p>a. Exemption requests. Dispose of after 5 years. Transfer to Washington National Records Center 1 year after termination of action.</p> <p>b. Initial Reports. Dispose of after 7 years. Transfer to Washington National Records Center 1 year after final review is completed and no further action is required.</p> <p>c. Annual Reports and Reports of Model Changes. Dispose of after 7 years. Transfer to Washington National Records Center 1 year after final review is completed and no further action is required.</p> <p>d. Variance Requests. Dispose of 5 years after final termination of action. Transfer to Washington National Records Center 1 year after expiration of variance or termination of action.</p> <p>This file consists of the original copies of exemption requests, variance requests, initial reports, annual reports and reports of model changes filed by manufacturers of electronic products pursuant to the Regulations for the Administration and Enforcement of the Radiation Control for Health and Safety Act of 1968.</p>		<p>DISPOSAL APPROVED</p> <p>DISPOSAL APPROVED</p> <p>DISPOSAL APPROVED</p> <p>DISPOSAL APPROVED</p>

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
79	<p><u>Electronic Products Microfiche Report File.</u> Disposal not authorized by this schedule. Transfer to Washington National Records Center 5 years after final action is completed.</p> <p>This file consists of microfiche copies of all exemption requests, variance requests, initial reports, annual reports, and reports of model changes file by manufacturers of electronic products.</p>		DISPOSAL NOT APPROVED
80	<p><u>Compliance Branch Case Files.</u> Disposal not authorized by this schedule. Transfer to Washington National Records Center 5 years after completion of final action.</p> <p>This file consists of all compliance actions, defect rulings, corrective action plans, reports of accidental radiation occurrence, and supporting documents and materials.</p> <p>This certifies that the records described on this form shall be microfilmed in accordance with the standards set forth in 41 CFR 101-11.504 and that the silver original microfilm plus one positive copy of each microfilm shall be offered to the Washington National Records center, Suitland, Maryland.</p> <p><i>W. J. ...</i> <i>Robert E. Birtam</i></p>		DISPOSAL NOT APPROVED

MEMORANDUM

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
PUBLIC HEALTH SERVICE
FOOD AND DRUG ADMINISTRATION

TO : DHEW Records Management Officer

DATE: MAY 7 1972

FROM : Associate Commissioner for Administration (CA-1)

SUBJECT: Disposition of Records

1. The attached Records Control Schedule is referred to your office for approval in accordance with Chapter 4-30-40 of the DHEW Records Management Manual. The records on this schedule consist of correspondence, reports, compliance actions, requests, rulings, and plans accumulated by the Bureau of Radiological Health which is responsible for the safety and efficacy of electronic products.
2. The Electronic Products Correspondence File and the Electronic Products Microfilm Aperture Card File (Items 75 and 76) contain similar material as both pertain to the Radiation Control for Health and Safety Act. The correspondence file contains hard page copies of correspondence and related documents on electronic products and is primarily used for quick reference and by those professionals who have an aversion to reading microform copies. The Microfilm Aperture Card File contains more complete documentation and can be indexed in several arrangements.
3. The Radiation Control Policy and Procedures File (Item 77) consists of records concerning planning and implementation of standards, regulations, and policies on radiation control.
4. The Electronic Products Reports File and Electronic Products Microfische Report File (Items 78 and 79) contain identical documents but are arranged in a different order. The Reports File contains the original requests and reports received from manufacturers and distributors of electronic products. It also contains documentation on the actions taken on them by the Bureau of Radiological Health. The microfische file contains the same documents on microforms. The justification for keeping these records in both forms is that they are organized differently and the reluctance of some personnel to use microform copies.
5. As its name implies, the Compliance Branch Case Files (Item 80) consists of records on enforcement actions taken and planned together with supporting documents and materials.

R. Moure

Enclosure