

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0463-2024-0001

Status: APPROVED  
Date Approved: 11/13/2024

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## 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	Records of the Scientific Liaison Services Section
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 research operations will be moved to the new National Bio and Agro-Defense Facility (NBAF) in Manhattan, KS. 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

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0463-2024-0001

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---

## Item Count

Total number of disposition items: 15

Number of Temporary disposition items: 15

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0463-2024-0001

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Outline of Records Schedule Items for DAA-0463-2024-0001

<b>Item #</b>	<b>Title</b>	<b>Disposition</b>
0001	Diagnostic Submissions Database for Sequencing	Temporary
0002	Diagnostic Sequencing Reports (DSS reports)	Temporary
0003	Diagnostic Sequencing Reports (Non-DSS Reports)	Temporary
0004	Analytic Data	Temporary
0005	Lab Notebooks	Temporary
0006	Companion Binders	Temporary
0007	Analytical Records	Temporary
0008	Sequencing/Protocol Records	Temporary
0009	Pathogen Genome Database	Temporary
0010	Global Partnership for Animal and Zoonotic Disease Surveillance (GPAZDS) Records	Temporary
0011	Project Records	Temporary
0012	Dominican Republic "DR" ASF Outbreak Records	Temporary
0013	Select Agent and Biorepository Transfer Records	Temporary
0014	Biosafety Cabinet Usage Forms	Temporary
0015	Individually Held Administrative Records	Temporary

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0463-2024-0001

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Records Schedule Items

<b>DAA-0463-2024-0001-0001</b>	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Diagnostic Submissions Database for Sequencing
Item Description	Filemaker database of sample submissions for diagnostic sequencing.
Is this item media neutral?	No
Media limitation	Digital only
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off when diagnostic testing is completed
Retention Period	Destroy 3 year(s) after cutoff
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

<b>DAA-0463-2024-0001-0002</b>	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Diagnostic Sequencing Reports (DSS reports)
Item Description	Results of analysis and sequencing for samples routed from Diagnostic Services Section.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	Cut off at end of Calendar year.

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0463-2024-0001

Status: APPROVED  
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Retention Period	Destroy 7 year(s) after cutoff
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

<b>DAA-0463-2024-0001-0003</b>	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Diagnostic Sequencing Reports (Non-DSS Reports)
Item Description	Results of analysis and sequencing for samples that come directly to SLSS. These reports are usually published.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	Cut off at end of Calendar year.
Retention Period	Destroy 3 year(s) after cutoff
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

<b>DAA-0463-2024-0001-0004</b>	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Analytic Data
Item Description	Excel files organized by platform, tracking where materials are coming from and what was used in the diagnostic process. Excel files accompany a sample and include metadata and descriptive information, supplement the Filemaker database.
Is this item media neutral?	No
Media limitation	Digital only
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0463-2024-0001

Status: APPROVED  
Date Approved: 11/13/2024

Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	Cut off at end of Calendar year.
Retention Period	Destroy 5 year(s) after cutoff
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

<b>DAA-0463-2024-0001-0005</b>	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Lab Notebooks
Item Description	Document the day-to-day scientific work of SLSS employees. Lab notebooks are created on paper and some are simultaneously captured electronically via smart pen.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff when lab notebook is filled
Retention Period	Other: Destroy 15 years after cutoff unless needed for ongoing research
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

<b>DAA-0463-2024-0001-0006</b>	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0463-2024-0001

Status: APPROVED  
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Item Title	Companion Binders
Item Description	Companion binders are paired with a lab notebook and document the reagents and kits used for diagnostic protocols and sequencing.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off when accompanying lab notebook is cut off
Retention Period	Destroy 15 year(s) after cutoff
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0463-2024-0001-0007	STATUS: Active
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Analytical Records
Item Description	Analytic runs, metadata, official reports stored in various equipment.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	Cut off at end of Calendar year.
Retention Period	Destroy 7 year(s) after cutoff
<b>ADDITIONAL INFORMATION</b>	

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0463-2024-0001

Status: APPROVED  
Date Approved: 11/13/2024

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GAO Approval Required	No

<b>DAA-0463-2024-0001-0008</b>	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Sequencing/Protocol Records
Item Description	Genetic sequencing data generated from SLSS lab equipment.
Is this item media neutral?	No
Media limitation	Digital only
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	There is no cutoff instruction
Retention Period	Other: Retain until no longer needed for diagnostic or research purposes (minimum retention of 3 years)
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

<b>DAA-0463-2024-0001-0009</b>	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Pathogen Genome Database
Item Description	Master file of genetic sequences.
Is this item media neutral?	No
Media limitation	Digital only
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No



National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0463-2024-0001

Status: APPROVED  
Date Approved: 11/13/2024

<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	There is no cutoff instruction
Retention Period	Other: Retain until no longer needed for diagnostic or research purposes (minimum retention of 3 years)
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

<b>DAA-0463-2024-0001-0010</b>	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Global Partnership for Animal and Zoonotic Disease Surveillance (GPAZDS) Records
Item Description	Meeting minutes, monthly reports, and documentation for samples coming into containment/shipping documents.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	Cut off at end of Calendar year.
Retention Period	Destroy 7 year(s) after cutoff
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

<b>DAA-0463-2024-0001-0011</b>	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Project Records

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0463-2024-0001

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Item Description	Records of research projects conducted in biocontainment related to the day-to-day scientific work of SLSS employees. Records are unbound and include presentations, photos, notes, test results and data, print outs, and other related materials.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	Cut off after decommissioning of PIADC/FADDL.
Retention Period	Other: Destroy 15 years after cutoff, or when no longer needed for research (whichever is later).
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0463-2024-0001-0012	STATUS: Active
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Dominican Republic "DR" ASF Outbreak Records
Item Description	Records consist of analysis results and sequencing for Dominican Republic samples submitted directly to SLSS.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	Cut off at end of Calendar year.
Retention Period	Destroy 7 year(s) after cutoff
<b>ADDITIONAL INFORMATION</b>	

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

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GAO Approval Required	No

<b>DAA-0463-2024-0001-0013</b>	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
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
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	Cut off at end of Calendar year.
Retention Period	Destroy 10 year(s) after cutoff
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

<b>DAA-0463-2024-0001-0014</b>	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
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
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No

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Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	Cut off at end of Calendar year.
Retention Period	Destroy 3 year(s) after cutoff
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

<b>DAA-0463-2024-0001-0015</b>	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Individually Held Administrative Records
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
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

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---

Cutoff Instructions	There is no cutoff instruction
Retention Period	Destroy when no longer needed
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	Requested

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

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---

Signatory Information

Action	User	Date
Approve	Colleen Shogan	11/13/2024