

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0463-2024-0002

Status: APPROVED
Date Approved: 11/13/2024

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 Reagents and Vaccine 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

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Item Count

Total number of disposition items: 16

Number of Temporary disposition items: 16

Number of Permanent disposition items: 0

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-0463-2024-0002

Item #	Title	Disposition
0001	Lab Notebooks	Temporary
0002	Companion Binders	Temporary
0003	Shipping Records	Temporary
0004	Safety Treatment Records	Temporary
0005	Safety Test Records	Temporary
0006	Published Study Reports	Temporary
0007	Validation Study Reports	Temporary
0008	Inventory Control Records	Temporary
0009	Project Records	Temporary
0010	Training Records	Temporary
0011	Equipment Usage and Function Records	Temporary
0012	Meeting Records	Temporary
0013	Foreign Animal Disease (FAD) School Records	Temporary
0014	Biosafety Cabinet Usage Forms	Temporary
0015	Select Agent and Biorepository Transfer Records	Temporary
0016	Individually Held Administrative Records	Temporary

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Records Schedule Items

DAA-0463-2024-0002-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Lab Notebooks	
Item Description	Bound notebooks containing notes, print outs, labels, and other materials that document researchers' lab work in biocontainment.	
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 when business use is exhausted.	
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-0463-2024-0002-0002		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Companion Binders	
Item Description	Companion binders are paired with a lab notebook and contain loose records accompanying the information in the lab notebook, including printouts, experiment/lab results, images, forms etc. A lab notebook may have multiple accompanying companion binders.	
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		

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Final Disposition	Temporary
Cutoff Instructions	Cut off when business use is exhausted
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-0463-2024-0002-0003	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Shipping Records
Item Description	Letters and permits for receipt and/or shipping of materials. These records are copies of documentation maintained in the Select Agent inventory database, maintained by RVSS for internal business purposes.
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 when business use is exhausted
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-0463-2024-0002-0004	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Safety Treatment Records
Item Description	Records created relating to the testings of plasmids for shipment to other facilities. RVSS performs safety treatment to ensure there is no Foot and Mouth Disease Virus in the material to be shipped.

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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 when safety treatment is completed
Retention Period	Destroy 15 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0463-2024-0002-0005	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Safety Test Records
Item Description	Results of testing, in either live animals or cell cultures received from the Diagnostic Services Section and used for RVSS business processes.
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 when individual batch/lot of reagent is no longer used. (Reagent used up or expired.)
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

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DAA-0463-2024-0002-0006		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Published Study Reports	
Item Description	Reports and manuscripts of developmental projects that are published in scientific journals. This series covers the final report.	
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 after publication	
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-0463-2024-0002-0007		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Validation Study Reports	
Item Description	Reports of projects validating various procedures, such as inactivation procedures, new methods for cell culture, and approval of new biological materials for use. This series covers the final report.	
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	

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Cutoff Instructions	Cut off when both associated materials are no longer available and procedure is no longer performed
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-0463-2024-0002-0008	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Inventory Control Records
Item Description	Inventories of reagents produced by RVSS and held within the biorepository. These records assign identifiers to and track materials. This series covers legacy paper records and the current spreadsheet used to track reagents.
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 30 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0463-2024-0002-0009	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Project Records
Item Description	Records related to research projects conducted in biocontainment. Records include notes, labels, print outs, and other materials created or collected in the course of a project.
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	Temporary
Cutoff Instructions	Other: Cut off at close of project, or when no longer needed for business use.
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-0463-2024-0002-0010	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Training Records
Item Description	Records documenting RVSS-specific training administered to employees, including completion logs and/or tracking.
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	Temporary
Cutoff Instructions	Other: Cut off at decommissioning of Plum Island Animal Disease Center/FADDL.
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

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DAA-0463-2024-0002-0011		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Equipment Usage and Function Records	
Item Description	Records consists of Equipment Lock checklists, Equipment User Log Sheets, Scientific equipment Function Checks, Freezer Usage/Activities Logs.	
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-0463-2024-0002-0012		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Meeting Records	
Item Description	Records relating to RVSS monthly scientific meetings including meeting agenda/minutes and monthly reports.	
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 5 year(s) after cutoff	

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

DAA-0463-2024-0002-0013	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Foreign Animal Disease (FAD) School Records
Item Description	FAD school records including agendas, curricula, and participant lists; animal inoculation and symptom records; notes and additional documentation.
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-0463-2024-0002-0014	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

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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 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-0463-2024-0002-0015	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
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-0463-2024-0002-0016	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	Requested

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Signatory Information

Action	User	Date
Approve	Colleen Shogan	11/13/2024