

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0463-2024-0003

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 Proficiency and Validation 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: 11

Number of Temporary disposition items: 11

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-0463-2024-0003

<b>Item #</b>	<b>Title</b>	<b>Disposition</b>
0001	Lab Notebooks	Temporary
0002	Lab Binders	Temporary
0003	Historic Equipment Calibration Records	Temporary
0004	Logbook for Import/ Export Testing	Temporary
0005	Proficiency Testing Panels (PT Panels)	Temporary
0006	Logbook for Domestic Transfers of Materials	Temporary
0007	Project Records	Temporary
0008	Function Checks and Environmental Logs	Temporary
0009	Select Agent and Biorepository Transfer Records	Temporary
0010	Biosafety Cabinet Usage Forms	Temporary
0011	Individually Held Administrative Records	Temporary

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Records Schedule Items

<b>DAA-0463-2024-0003-0001</b>		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Lab Notebooks	
Item Description	Bound notebooks containing notes, test results and data, print outs, labels, and other materials that document researchers' lab work in biocontainment, especially proficiency testing.	
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	
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-0463-2024-0003-0002</b>		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Lab Binders	
Item Description	Records related to the inspection of primers, safety testing, and PCR/DNA analysis. Records types include data outputs and forms.	
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	

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Cutoff Instructions	Cut off after decommissioning of PIADC
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

DAA-0463-2024-0003-0003	STATUS: Active
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Historic Equipment Calibration Records
Item Description	Equipment readings and data documenting of the function and accuracy of laboratory 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 after decommissioning of PIADC
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

DAA-0463-2024-0003-0004	STATUS: Active
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Logbook for Import/ Export Testing
Item Description	Copy of Diagnostic Services Section Logbook used and maintained for project purposes in PVSS.
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 after decommissioning of PIADC
Retention Period	Destroy between 3 year(s) and 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-0463-2024-0003-0005</b>	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Proficiency Testing Panels (PT Panels)
Item Description	Proficiency testing panels developed, produced, distributed to State Veterinary Diagnostic labs and international labs for certification of diagnosticians on their proficiency.
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 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-0463-2024-0003-0006</b>	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Logbook for Domestic Transfers of Materials
Item Description	Copy of Diagnostic Services Section Logbook used and maintained for project purposes in PVSS.

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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
Retention Period	Destroy between 3 year(s) and 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

DAA-0463-2024-0003-0007	STATUS: Active
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Project Records
Item Description	Records related to research projects conducted in biocontainment, mostly pertaining to proficiency testing. Records include presentations, photographs, lab test results and data, print outs, and other materials created or collected in the course of a project.
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 at close of project, or when no longer needed for business use.
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

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GAO Approval Required	No
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<b>DAA-0463-2024-0003-0008</b>	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Function Checks and Environmental Logs
Item Description	Forms and logs used to monitor scientific equipment and environmental conditions in lab spaces.
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-0463-2024-0003-0009</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>	



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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

DAA-0463-2024-0003-0010	STATUS: Active
<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
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

DAA-0463-2024-0003-0011	STATUS: Active
<b>ITEM GENERAL INFORMATION</b>	
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
<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	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

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Signatory Information

Action	User	Date
Approve	Colleen Shogan	11/13/2024