

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0463-2024-0004

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 Diagnostic 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: 17

Number of Temporary disposition items: 17

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-0463-2024-0004

Item #	Title	Disposition
0001	Diagnostic Accessions	Temporary
0002	Individual Training Files	Temporary
0003	Reagent Material Data Sheets (Originals)	Temporary
0004	Reagent Material Data Sheets (Scans)	Temporary
0005	DSS Production Records	Temporary
0006	Equipment Function Checks, Maintenance, and History Records	Temporary
0007	Equipment Maintenance and History Database	Temporary
0008	Freezer Logs- Select Agents (Database)	Temporary
0009	Freezer Logs- Select Agents (Paper)	Temporary
0010	Freezer Logs- Non Select Agent Materials	Temporary
0011	Project Files	Temporary
0012	Meeting Files	Temporary
0013	Foreign Animal Disease (FAD) School Records	Temporary
0014	Quality Assurance Logs	Temporary
0015	Select Agent and Biorepository Transfer Records	Temporary
0016	Biosafety Cabinet Usage Forms	Temporary
0017	Individually Held Administrative Records	Temporary

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Records Schedule Items

DAA-0463-2024-0004-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Diagnostic Accessions	
Item Description	Records related to samples received for diagnostic testing, and test results for those samples. Organized by type of assay and risk level (contamination). Types of records include specimen submissions, assay testing records and results, PCR test results, reports, and other documentation created as part of the diagnostic testing process.	
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 final report is sent.	
Retention Period	Destroy 7 year(s) after cutoff	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

DAA-0463-2024-0004-0002		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Individual Training Files	
Item Description	Paper copies of individuals' initial and ongoing lab training records, organized by individual.	
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	

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Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Cut off when diagnostics program is no longer active at PIADC.
Retention Period	Destroy immediately after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	Requested

DAA-0463-2024-0004-0003	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Reagent Material Data Sheets (Originals)
Item Description	Material data specification sheets received from NVSL Diagnostic Virology Laboratory in Ames, Iowa for received reagents.
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	Cut off when diagnostics program is no longer active at PIADC.
Retention Period	Destroy immediately after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	Requested

DAA-0463-2024-0004-0004	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Reagent Material Data Sheets (Scans)
Item Description	Scans of paper Reagent Material Data Sheets.

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Is this item media neutral?	No
Media limitation	Digital 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	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-0463-2024-0004-0005	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	DSS Production Records
Item Description	Running logs related to production of materials such as buffers.
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 associated material is no longer used (expired, used up, obsolete).
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-0463-2024-0004-0006		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Equipment Function Checks, Maintenance, and History Records	
Item Description	Records consist of scientific equipment function checks, as well as NVSL packets (which consist of a cover sheet with equipment identification and details), tracking equipment calibration and maintenance requirements and actions, and updates. (ex- taking equipment out of service, property management forms).	
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	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-0463-2024-0004-0007		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Equipment Maintenance and History Database	
Is this item media neutral?	No	
Media limitation	Digital 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	Cut off at end of Calendar year.	

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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-0463-2024-0004-0008	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Freezer Logs- Select Agents (Database)
Item Description	Inventory database of Select Agent materials stored in freezers.
Is this item media neutral?	No
Media limitation	Digital 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	There is no cutoff instruction
Retention Period	Other: Retain until destruction authorized by the CDC Select Agent Program.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0463-2024-0004-0009	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Freezer Logs- Select Agents (Paper)
Item Description	Records consist of daily operations binders and biorepository transfer items inventorying, tracking, and logging the status, transfer, or destruction of Select Agent materials. These records were created on paper, and will be digitized for long-term recordkeeping after the closure of PIADC.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No

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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-0463-2024-0004-0010	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Freezer Logs- Non Select Agent Materials
Item Description	Inventory and support records for non-Select Agent freezers and other equipment.
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-0463-2024-0004-0011	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Project Files

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Item Description	Materials related to projects to develop and improve diagnostic techniques. Records includes copies of publications and research, and researcher notes.
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-0463-2024-0004-0012	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Meeting Files
Item Description	Record relating to DSS staff's attendance and/or participation in professional, academic, and/or scientific meetings.
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
ADDITIONAL INFORMATION	
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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DAA-0463-2024-0004-0013	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-0463-2024-0004-0014	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Quality Assurance Logs
Item Description	Usage, maintenance, and cleaning logs required for International Organization for Standardization (ISO) accreditation. Records include forms and log in/out sheets.
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 at end of Calendar year.
Retention Period	Destroy 7 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0463-2024-0004-0015		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-0463-2024-0004-0016		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	

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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 7 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	Yes
GAO Approval Required	No

DAA-0463-2024-0004-0017	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Individually Held Administrative Records
Item Description	<p>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:</p> <ul style="list-style-type: none"> -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

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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