

SCIENTIFIC SERVICES

This category is focused upon genetically engineered crops and organisms, and the regulatory permits issued for environmental release (field testing), import, and interstate movement. This category also will include Notifications (process of informing State Agriculture Officials of “no risk” plant pest crop field testing) and petitions (for deregulation of particular “non risk” plant pest corps).

DISPOSAL AUTHORITY N1-463-96-1

*** Retention Period ***

SS BIOTECHNOLOGY

General material and correspondence including information requests, relating to the interstate movement, testing, identification, and inspection of plants, microorganisms, and animals too broad in scope to be filed under one of the specific subjects below.

Correspondence related to opinions about whether a specific organism is a regulated article.

(Item 3020 a)

Originating office:

Destroy when 3 years old.

(Item 3020b)

All other offices:

Destroy when 2 years old.

(Item 3021a)

Originating office:

Retire to the Federal Records Center (FRC) when 5 years old. Destroy when 15 years old.

(Item 3021b)

All other offices:

Destroy when 2 years old.

SS 1 POLICY

Policy and guidelines covering all subjects included under this primary subject. If needed, subdivide by type or subject of policy and cross-reference to appropriate subject category.

(Item 3022a)

Originating office:

PERMANENT. Retire to FRC when 5 years old. Transfer to National Archives and Records Administration (NARA) when 15 years old.

*** Retention Period ***

SS 2 REPORTS AND STATISTICS

Reports covering all subjects included under this primary subject. Includes annual report to Congress. Case file by type of report as necessary.

EXCEPT: Final project reports which should be filed under ADM 6 PROJECTS or Agency program reports which should be filed with specific program reports. Record copy of substantive reports, such as annual summaries and comprehensive nonrecurring reports. Case file special or one-time reports as needed.

(Item 3023a)

Originating office:

PERMANENT. Retire to FRC when 5 years old. Transfer to NARA when 15 years old.

(Item 3023b)

All other offices:

Destroy when no longer needed for reference but no longer than 3 years.

SS 2-1 New Technology/Issues

(RESERVED)

SS 2-2 Activity Reports

Summaries of specific action or work performed by program or administrative personnel.

(Item 3024a)

Originating office:

Destroy when 3 years old.

(Item 3024b)

All other offices:

Destroy when 1 year old.

*** Retention Period ***

SS 3 COMMITTEES, MEETINGS

Case file record copy of minutes and related material, including agendas, of substantive or significant committees or meetings concerned with broad aspects of SS, such as: advisory organizations and interagency committees to carry out responsibility of assignments.

EXCEPT: Program meetings or committees which should be filed under the specific program category.

(Item 3025)

Originating office:

PERMANENT. Retire to FRC when 5 years old. Transfer to NARA when 15 years old.

(Item 3025b)

All other offices:

Destroy when 2 years old.

SS 3-1 Arrangements

Includes such material as meeting arrangements, invitations, extra copies of agendas, accommodations, authority to attend, workpapers, acceptances, and regrets.

(Item 3026a)

Originating office:

Destroy when 1 year old.

(Item 3026b)

All other offices:

Destroy when 1 year old.

SS 4 SPEECHES

- a.** Copies of speeches made by senior officials about SS programs and policies.
- b.** All other speeches.

(Item 3027a)

Originating office:

PERMANENT. Retire to FRC when 5 years old. Transfer to NARA when 15 years old.

*** Retention Period ***

SS 5 PERMITTING

Those general materials and correspondence pertaining to the review and issuance of permits for genetically-engineered organisms that are too broad in scope to be filed under one of the specific subjects below.

(Item 3028a)

Originating office:

Destroy when 3 years old.

(Item 3028b)

All other offices:

Destroy when 2 years old.

SS 5-1 Release and Movement Permits and Notifications

Release Permits. Permits files for the introduction of genetically-engineered organisms into the environment. Includes original application and supporting information, relevant correspondence, environmental assessments, inspection reports, and other related documents.

(Item 3029a)

Originating office:

Retire to FRC 5 years after permit is issued or denied.

Destroy 30 years after permit has been issued or denied.

(Item 3029b)

All other offices:

Destroy 2 years after permit has been issued or denied.

Movement Permits. Permit files to move genetically-engineered organisms from one site to another. Includes original application and supporting information, relevant correspondence, inspection reports, and the like.

(Item 3030a)

Originating office:

Retire to FRC 5 years after movement permit has been issued or denied. Destroy 30 years after permit has been issued or denied.

(Item 3030b)

All other offices:

Destroy 2 years after movement permit has been issued or denied.

*** Retention Period ***

SS 5-1 (continued)

Notification. Permit files to allow testing of genetically-engineered organisms under simplified regulatory procedures. Includes original applications, supporting information, and relevant correspondence.

(Item 3031a)

Originating office:

Retire to FRC 5 years after notification has been acknowledged or denied.

Destroy 30 years after notification has been acknowledged or denied.

(Item 3031b)

All other offices:

Destroy 2 years after notification has been acknowledged or denied.

SS 5-2 Data/Monitoring Reports

Correspondence, reports, and summaries of data related to field tests.

(Item 3032a)

Originating office:

Retire to the FRC 5 years after the completion of all field tests. Destroy 30 years after the completion of all field tests.

(Item 3032b)

All other offices:

Destroy 2 years after the completion of all field tests.

SS 6 PETITIONS

a. Files for decision documents related to requests for evaluation of regulatory status of articles.

1. Issued Petitions

(Item 3033a)

Originating office:

PERMANENT: Retire to the FRC 5 years after petition was granted. Transfer to NARA 30 years after petition was granted.

(Item 3033b)

All other offices:

Destroy when 2 years old.

*** Retention Period ***

SS 6 *(continued)*

2. Denied or Withdrawn Petitions

(Item 3034a)

Originating office:

Destroy 2 years after denied or withdrawn.

(Item 3034b)

All other offices:

N/A

b. Historic files for decision documents related to requests for reevaluation of regulatory status of organisms.

(Item 3035a)

Originating office:

Retire to FRC 5 years after petition was granted or denied. Destroy 30 years after petition was granted or denied.

(Item 3035b)

All other offices:

Destroy when 2 years old.

c. Historical files for opinion letters related to requests for clarification of regulatory status for organisms.

(Item 3036a)

Originating office:

Destroy when 5 years old.

(Item 3036b)

All other offices:

Destroy when no longer needed for reference but no longer than 1 year.