

VETERINARY BIOLOGICS

This category deals with the licensing, importation, and testing of veterinary biologics for purity, safety, potency, and efficacy in accordance with the Virus-Serum-Toxin Act.

EXCEPT: Investigations and violations. See Program Investigations and Violations (PIV).

EXCEPT: Routine laboratory test reports. See Laboratory Analysis and Testing (LAT).

DISPOSAL AUTHORITY NCI-310-77-2

*** Retention Period ***

VEB VETERINARY BIOLOGICS

General material, including information requests, relating to veterinary biologics such as antigens, bacterin, vaccines, viruses, and similar biologics.

Subdivide by type of biologics as volume warrants.

(item 1017a)

Originating office:

Destroy when 3 years old.

(item 1017b)

All other offices:

Destroy when 2 years old.

VEB 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 1018a)

Originating office:

PERMANENT. Retire to Federal Records Center (FRC) when 10 years old.

Transfer to National Archives and Records Administration (NARA) when 15 years old.

(item 1018b)

All other offices:

Destroy when superseded or obsolete.

*** Retention Period ***

VEB 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 VEB 6 PROJECTS.

a. Record copy of substantive reports, such as annual summaries and comprehensive nonrecurring reports. Case file special or one-time reports as needed.

(item 1019a)

Originating office:

PERMANENT. Retire to FRC when 10 years old.

Transfer to NARA when 15 years old.

(item 1019b)

All other offices:

Destroy when 2 years old.

b. Agency copy of above reports.

(item 1020a)

Originating office:

Destroy when superseded or obsolete.

(item 1020b)

All other offices:

Destroy when 2 years old.

c. All other reports.

(item 1021a)

Originating office:

Destroy when 3 years old.

(item 1021b)

All other offices:

Destroy when 2 years old.

*** Retention Period ***

VEB 2-1 Activity Reports

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

(item 1022a)

Originating office:

Destroy when 3 years old.

(item 1022b)

All other offices:

Destroy when 2 years old.

VEB 3 COMMITTEES, MEETINGS

Committees and meetings relating to VEB program function not having long-term significance. Subdivide committees and meetings, if necessary, and show name and date span on folder.

(item 1023a)

Originating office:

Destroy when 2 years old.

+[(Disp. Auth. GRS-16-8-a)]+

(item 1023b)

All other offices:

Destroy when 2 years old.

+[(Disp. Auth. GRS-16-8-a)]+

(item 1024a)

Originating office:

PERMANENT. Retire to FRC when 10 years old. Transfer to NARA when 15 years old.

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

(item 1024b)

All other offices:

Destroy when 2 years old.

*** Retention Period ***

VEB 3-1 Arrangements

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

(item 1025a)

Originating office:

Destroy when 1 year old.

(item 1025b)

All other offices:

Destroy when 1 year old.

VEB 4 BIOLOGICAL PRODUCTION

General material involving the production and marketing of Veterinary Biologics not relating to a specific establishment.

(item 1026a)

Originating office:

Destroy in Agency when 5 years old. **Disp. Auth.**

+[(NC1-463-85-2)]+

(item 1026b)

All other offices:

Not applicable. **Disp. Auth.**

+[(NC1-463-85-2)]+

Outline of Production. Records describing each biological product licensed or imported for sale and distribution, including documents supporting acceptance.

(item 1027a)

Originating office:

Retire to FRC 3 years after inactive. Destroy 13 years after inactive. **Disp. Auth.**

+[(NC1-463-85-2)]+

(item 1027b)

All other offices:

Destroy when superseded or obsolete. **Disp. Auth.**

+[(NC1-463-85-2)]+

*** Retention Period ***

VEB 4 *(continued)*

Facilities Documents. Documents describing premises used by licensees, permittees and producers of products imported for sale and distribution, including documents supporting acceptance.

(item 1028a)

Originating office:

Destroy when superseded or terminated.

(item 1028b)

All other offices:

Destroy when superseded or terminated.

(item 1029a)

Originating office:

Retire to FRC 3 years after inactive. Destroy 13 years after inactive.

Licenses and Permits for Sale and Distribution. Applications and related material granting establishment licenses, and permits for sale and distribution.

(item 1029b)

All other offices:

Destroy when inactive.

Serial Records. Material related to specific serials and subserials of biological products.

(item 1029-1a)

Originating office:

Destroy after 7 years.

(item 1029-1b)

All other offices:

Not applicable.

National Veterinary Services Laboratories Test Records. Seeds and Substrates.

(item 1029-2a)

Originating office:

Destroy when inactive.

(item 1029-2b)

All other offices:

Not applicable.

*** Retention Period ***

VEB 4 *(continued)*

Serial for prelicensing, outline revision, market release, stability, or special tests.

(item 1029-3a)
Originating office:
Destroy when inactive.

(item 1029-3b)
All other offices:
Not applicable.

Labels. Written, printed, or graphic matter accompanying released biological products.

(item 1030a)
Originating office:
Retire to FRC 3 years after superseded or discontinued.
Destroy 8 years after superseded or discontinued.

(item 1030b)
All other offices:
Destroy when superseded or discontinued.

Label Correspondence. Label lists, correspondence, and inactive sketches.

(item 1030-1a)
Originating office:
Destroy when 3 years old.

(item 1030-1b)
All other offices:
Destroy when superseded or discontinued.

Inspection. Material related to inspection of licensed establishments and facilities approved for permittees for sale and distribution.

(item 1031a)
Originating office:
Destroy when 10 years old.

(item 1031b)
All other offices:
Destroy when 3 years old.

*** Retention Period ***

VEB 4 *(continued)*

Licensees and Permittees. Biographical summaries and correspondence related to licensees and permittees personnel.

(item 1031-1a)

Originating office:

Destroy 10 years after obsolete or superseded.

(item 1031-1b)

All other offices:

Destroy when obsolete or superseded.

Consumer Complaints. Correspondence and documents related to investigations of consumer complaints.

(item 1031-2a)

Originating office:

Destroy 7 years after completion of investigation.

(item 1031-2b)

All other offices:

Not applicable.

VEB 5 BIOLOGICAL TRANSPORTATION

General material related to the transportation of biologicals. Includes requests and authorizations for interstate and intrastate transportation.

(item 1032b)

Originating office:

Destroy when 3 years old.

(item 1032b)

All other offices:

Not applicable.

*** Retention Period ***

VEB 5-1 Import

Material related to importation of biologicals for Research and Evaluation and Transit Shipment.

(item 1033a)

Originating office:

Destroy 3 years after date of issue.

(item 1033b)

All other offices:

Not applicable.

VEB 5-2 Export

Material relating to the exportation of biologicals. Includes export certificates and permits.

(item 1034a)

Originating office:

Destroy when 1 year old.

(item 1034b)

All other offices:

Not applicable.

VEB 6 PROJECTS

General material on projects.

(item 1035a)

Originating office:

Destroy when 3 years old.

(item 1035b)

All other offices:

Destroy when 2 years old.

Reference material.

(item 1036b)

Originating office:

Destroy when superseded or obsolete.

(item 1036b)

All other offices:

Destroy when superseded or obsolete.

*** Retention Period ***

VEB 6 *(continued)*

Case file records and related correspondence on approved projects. Includes basic documentation and final report or other substantive material. Show title and date span on project, as: VEB 6 PROJECT NO. 00 (name of Project), FY 77.

(item 1037a)

Originating office:

PERMANENT. Retire to FRC 5 years after completion of project. Transfer to NARA 15 years after completion of project.

(item 1037b)

All other offices:

Destroy when 2 years old.

Proposed projects.

(Item 1038a)

Originating office:

Destroy when 5 years old, if no further action is taken.

Note: When a proposed project is approved, remove and file with project case files.

(item 1038b)

All other offices:

Destroy when 2 years old.

Work papers and draft report of project.

(item 1039b)

Originating office:

Destroy 3 years after completion of project and final report.

(item 1039b)

All other offices:

Destroy when 2 years old.