

LABORATORY ANALYSIS AND TESTING

This category deals with all phases of sampling, testing, and analysis of:

1. Veterinary biologics for purity, safety, potency, and efficacy, and to confirm the experimental data submitted by licensees in support of their requests to license new biological products;
2. Various meat, blood, skin, and other samples to determine the occurrence of a specific animal disease;
3. Meat, poultry, and their products to ensure that they are free of disease and abnormality; are wholesome and sanitary; and that product ingredients accurately follow the formulation claimed;
4. Fruit, water, and soil for environmental monitoring to determine pesticide levels that could be harmful to humans and/or animals;
5. Agricultural and vegetable seed sampling and examination for noxious weeds. A small percentage of the samples is also tested for purity and germination.

EXCEPT: Federal Register Dockets. File Dockets under LEG 5-2. Cross-reference to appropriate subject category, if needed.

DISPOSAL AUTHORITY NCI-310-77-1

*** Retention Period ***

LAT LABORATORY ANALYSIS AND TESTING

General material and records relating to the laboratory program too broad to be filed under one of the more specific subjects below.

(item 751a)

Originating office:

Destroy when 3 years old.

(item 751b)

All other offices:

Destroy when 2 years old.

LAT 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.

EXCEPT: Published instructions or directives which are filed in binders according to established Agency custom.

*** Retention Period ***

(item 752a)

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 752b)

All other offices:

Destroy when superseded or obsolete.

LAT 2 REPORTS AND STATISTICS

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

EXCEPT: Final project reports which should be filed under LAT 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 753a)

Originating office:

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

(item 753b)

All other offices:

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

*** Retention Period ***

LAT 2 (continued)

b. Agency copy of above reports.

(item 754a)
Originating office:
Destroy when superseded
or obsolete.

(item 754b)
All other offices:
Destroy when 2 years old.

c. All other reports.

(item 755a)
Originating office:
Destroy when 2 years old.

(item 755b)
All other offices:
Destroy when 2 years old.

LAT 2-1 Activity Reports

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

(item 756a)
Originating office:
Destroy when 3 years old.

(item 756b)
All other offices:
Destroy when 2 years old.

LAT 2-2 Laboratory Sample Reports

Routine laboratory sample reports, correspondence of
specific laboratory reports and worksheets. File by sample
number, type of analysis, name of disease, or other method,
as best suits user's needs.

(item 757a)
Originating office:
Destroy when 3 years old.

(item 757b)
All other offices:
Destroy when 2 years old.

*** Retention Period ***

LAT 2-2 *(continued)*

EXCEPT: Laboratory sample reports relating to agricultural and vegetable seeds.

EXCEPT: Sample reports generated as part of a special project or survey which should be filed with that project under LAT 6 PROJECTS of this category.

EXCEPT: Sample reports generated as part of a biological products or other case file. See VEB 4.

(item 757C)

Originating office:

Destroy 1 year after completion of action.

+[(Disp. Auth. NC1-463-83-1)]+

(item 757d)

All other offices:

Destroy when 6 months

old. **+[(Disp. Auth. NC1-463-83-1)]+**

LAT 2-3 Companion Sample Reports

External quality control of agency laboratories.

(item 758a)

Originating office:

Destroy when 3 years old.

(item 758b)

All other offices:

Destroy when 2 years old.

LAT 2-4 Check Sample Reports

Internal quality control of agency laboratories.

(item 759a)

Originating office:

Destroy when 3 years old.

(item 759b)

All other offices:

Destroy when 2 years old.

*** Retention Period ***

LAT 3 COMMITTEES, MEETINGS

Material on committees and meetings relating to analysis functions not having long-term significance. Subdivide committees and meetings, if necessary, and show name and date on folder.

(item 760a)

Originating office:

Destroy when 2 years old.

(item 760b)

All other offices:

Destroy when 2 years old.

(item 761a)

Originating office:

PERMANENT. Retire to FRC when 10 years old.

Transfer to NARA when 15 years old.

(item 761b)

All other offices:

Destroy when superseded or obsolete.

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

LAT 3-1 Arrangements

Material on meeting arrangements, invitations, accommodations, authority to attend, work papers, acceptances, regrets, and extra copies of agendas.

(item 762a)

Originating office:

Destroy when 1 year old.

(item 762b)

All other offices:

Destroy when 1 year old.

LAT 4 AGREEMENTS

Material relating to informal agreements, such as, coordination with other agencies, etc.

(item 763a)

Originating office:

Destroy 3 years after termination of agreement.

(item 763b)

All other offices:

Destroy when 2 years old.

EXCEPT: Formal agreements. See LEG.

*** Retention Period ***

LAT 5 METHODOLOGY

General material relating to methods involved in laboratory and testing.

(item 764a)

Originating office:

Destroy when 3 years old.

(item 764b)

All other offices:

Destroy when 2 years old.

LAT 5-1 Standardization Methods

Records relating to standard methods of testing. Case file by specific methods.

(item 765a)

Originating office:

PERMANENT. Retire to FRC when 5 years old.

Transfer to NARA when 15 years old.

(item 765b)

All other offices:

Destroy when superseded or obsolete.

LAT 5-2 Methods Development

Records relating to new methods of analysis being developed.

(item 766a)

Originating office:

PERMANENT. Retire to FRC when 5 years old.

Transfer to NARA when 15 years old.

(item 766b)

All other offices:

Destroy when superseded or obsolete.

*** Retention Period ***

LAT 5-3 Sample Discard Procedures

Includes procedures for discarding spoiled meat and other samples.

(item 767a)

Originating office:

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

(item 767b)

All other offices:

Destroy when superseded or obsolete.

LAT 5-4 Reagent Production

Includes material relating to substances used in the test system to identify diseases, chemicals, viruses, and other reagents in laboratories.

(item 768a)

Originating office:

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

(item 768b)

All other offices:

Destroy when superseded or obsolete.

LAT 5-5 Collaborative Studies

Collaboration with other organizations and laboratories in analysis standards, analysis comparison, and similar studies.

(item 769a)

Originating office:

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

(item 769b)

All other offices:

Destroy when superseded or obsolete.

*** Retention Period ***

LAT 5-6 Outside Laboratory Approval

General material relating to the certification and/or approval of outside laboratories, including nonfederal and private laboratories to do specific testing.

(item 770a)

Originating office:

Destroy when 3 years old.

(item 770b)

All other offices:

Destroy when 2 years old.

(item 771a)

Originating office:

Destroy 1 year after decertification or disapproval of laboratory.

(item 771b)

All other offices:

Destroy 1 year after decertification or disapproval of laboratory.

Case file of certification and/or approval of Federal-State, State, or private laboratory.

LAT 6 PROJECTS

General material relating to projects.

(item 772a)

Originating office:

Destroy when 3 years old.

(item 772b)

All other offices:

Destroy when 2 years old.

Proposed projects.

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

(item 773a)

Originating office:

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

(item 773b)

All other offices:

Destroy when 2 years old, if no further action is taken.

*** Retention Period ***

LAT 7 CHEMICAL ANALYSIS

General material relating to chemical analysis too broad to be filed in one of the tertiaries.

(item 775a)

Originating office:

Destroy when 3 years old.

(item 775b)

All other offices:

Destroy when 2 years old.

Case files relating to specific chemical analysis having precedential significance. Includes precedential case files for specific types of analysis below.

(item 775-1a)

Originating office:

PERMANENT. Retire to FRC when 5 years old.

Transfer to NARA when 15 years old.

(item 775-1b)

All other offices:

Destroy when 2 years old.

LAT 7-1 Ingredients

Chemical analysis of product ingredients. Subdivide by type and arrange alphabetically, as necessary. Some suggested subdivisions are: Additives, Agents, Binders, Castings, Colorings, Curing and Smoking Agents, Fats and Oils, Milk Derivatives, Preservatives, Proteins, Seasonings and Flavoring, Water.

(item 776a)

Originating office:

Destroy 5 years after product is terminated.

(item 776b)

All other offices:

Destroy when 2 years old.

*** Retention Period ***

LAT 7-2 Residues

Material relating to the testing of fruit, water, soil, or meat and poultry or their products for harmful residues.

(item 777a)
Originating office:
Destroy when 3 years old.

(item 777b)
All other offices:
Destroy when 2 years old.

LAT 7-3 Human Health Test

Material relating to the analysis of blood samples of Agency's inspectors to determine levels of insecticide.

(item 778a)
Originating office:
Destroy when 3 years old.

(item 778b)
All other offices:
Destroy when 2 years old.

LAT 7-4 Wrapping and Packaging Material

Material relating to the analysis of Adhesives Coatings, Ink and Marking Material, Netting, Paper and Boxes, Plastic and Films, Resins, Wax.

(item 779a)
Originating office:
Destroy 5 years after termination of approval.

Approvals of packaging material.

(item 779b)
All other offices:
Destroy when 2 years old.

Disapprovals of packaging material.

(item 780a)
Originating office:
Destroy 5 years after disapproval.

(item 780b)
All other offices:
Destroy 2 years after disapproval.

*** Retention Period ***

LAT 8 MICROBIOLOGY

General records and correspondence on microbiology too broad to be filed in one of the subjects below.

(item 781a)

Originating office:

Destroy when 3 years old.

(item 781b)

All other offices:

Destroy when 2 years old.

Case files relating to specific microbiological analysis and studies having precedential significance.

(item 782a)

Originating office:

PERMANENT. Retire to FRC when 5 years old.

Transfer to NARA when 15 years old.

(item 782b)

All other offices:

Destroy when 5 years old.

LAT 8-1 Food Microbiology

Case files relating to food microbiology.

(item 783a)

Originating office:

PERMANENT. Retire to FRC when 5 years old.

Transfer to NARA when 15 years old.

(item 783b)

All other offices:

Destroy when 5 years old.

*** Retention Period ***

LAT 8-2 Medical Microbiology

Case files relating to medical microbiology.

(item 784a)

Originating office:

PERMANENT. Retire to FRC when 5 years old.

Transfer to NARA when 15 years old.

(item 784b)

All other offices:

Destroy when 5 years old.

LAT 8-3 Diagnostic Microbiology

Case files relating to diagnostic microbiology.

(item 785a)

Originating office:

PERMANENT. Retire to FRC when 5 years old.

Transfer to NARA when 15 years old.

(item 785b)

All other offices:

Destroy when 5 years old.

LAT 9 LABORATORY ASSISTANCE

General material relating to a specific laboratory discipline not covered in the above categories such as bacteriology, virology, histopathology, toxicology, serology, pathology, and others. Material includes requests for information or technical assistance.

(item 786a)

Originating office:

Destroy when 3 years old.

(item 786b)

All other offices:

Destroy when 2 years old.

*** Retention Period ***

LAT 9 (continued)

Case files of studies, tests, or analysis involved with special or unusual cases of one of the disciplines above. File by type of study, product, disease, establishment, or location as best suits user's needs.

(item 787a)

Originating office:
PERMANENT. Retire to FRC 5 years after case is closed. Transfer to NARA 15 years after case is closed.

(item 787b)

All other offices:
Destroy 3 years after case is closed.

LAT 9-1 Technical Reference

Data reflecting technical advice and assistance related to analysis and testing. Includes copies of memos, articles, reprints, pamphlets, glossaries, and other technical references.

(item 788a)

Originating office:
Destroy when superseded or obsolete.

(item 788b)

All other offices:
Destroy when superseded or obsolete.

LAT 9-2 Onsite Investigations

Material relating to field diagnostic studies and investigations of animal disease outbreaks.

(item 789a)

Originating office:
Destroy when 3 years old.

(item 789b)

All other offices:
Destroy when 2 years old.

*** Retention Period ***

LAT 9-2 (*continued*)

Case file of specific animal disease resulting in onsite investigations.

(item 790a)

Originating office:

Destroy 5 years after case is closed.

(item 790b)

All other offices:

Destroy 3 years after case is closed.