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.

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 1017A)
Originating office:
Destroy when 3 years old.

(ITEM 1017B)
All other offices:
Destroy when 2 years old.

(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Destroy when superseded or obsolete.
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   Destroy when superseded or obsolete.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.
**VEB 2-1  Activity Reports**

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

**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.

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.

* Retention Period *

(item 1022a)
Originating office:
Destroy when 3 years old.

(item 1022b)
All other offices:
Destroy when 2 years old.

(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.

(item 1024b)
All other offices:
Destroy when 2 years old.
VEB 3-1  Arrangements

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

VEB 4  BIOLOGICAL PRODUCTION

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

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

* Retention Period *

(item 1025a)
Originating office:
Destroy when 1 year old.

(item 1025b)
All other offices:
Destroy when 1 year old.

(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)]+

(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)]+
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.

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

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

National Veterinary Services Laboratories Test Records. Seeds and Substrates.

* Retention Period *

(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.

(item 1029b) All other offices: Destroy when inactive.

(item 1029-1a) Originating office: Destroy after 7 years.

(item 1029-1b) All other offices: Not applicable.

(item 1029-2a) Originating office: Destroy when inactive.

(item 1029-2b) All other offices: Not applicable.
VEB 4 (continued)

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

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

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

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

*Retention Period*

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

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

(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.

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

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

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

(item 1031b)
All other offices:
Destroy when 3 years old.
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.
**VEB 5-1 Import**

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

- **Originating office:**
  - (item 1033a)
  - Originating office: Destroy 3 years after date of issue.

- **All other offices:**
  - (item 1033b)
  - All other offices: Not applicable.

**VEB 5-2 Export**

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

- **Originating office:**
  - (item 1034a)
  - Originating office: Destroy when 1 year old.

- **All other offices:**
  - (item 1034b)
  - All other offices: Not applicable.

**VEB 6 PROJECTS**

General material on projects.

- **Originating office:**
  - (item 1035a)
  - Originating office: Destroy when 3 years old.

- **All other offices:**
  - (item 1035b)
  - All other offices: Destroy when 2 years old.

- **Originating office:**
  - (item 1036b)
  - Originating office: Destroy when superseded or obsolete.

- **All other offices:**
  - (item 1036b)
  - All other offices: Destroy when superseded or obsolete.
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.

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

Proposed projects.

Work papers and draft report of project.

* Retention Period *

(item 1037a)
Originating office: PERMANENT. Retire to FRC 5 years after completion of project. Transfer to NARA 15 years after completion of project.

All other offices:
Destroy when 2 years old.

(Item 1038a)
Originating office: Destroy when 5 years old, if no further action is taken.

All other offices:
Destroy when 2 years old.

(Item 1039a)
Originating office: Destroy 3 years after completion of project and final report.

All other offices:
Destroy when 2 years old.