DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
OFFICE OF CONSUMER SERVICES
FOOD AND DRUG PROTECTION DIVISION

Program Records Retention and Disposition Schedule

The Program Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

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do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. **Public records including electronic records not listed in this schedule or in the *General Schedule for State Agency Records* are not authorized to be destroyed.**

The

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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED

Martha S. Worley

Martha Worley, Chief Records Officer
Department of Agriculture and Consumer Services

Joseph W. Reardon

Joe Reardon, Director
Food and Drug Protection Division

David Brook

David Brook, Director
Division of Historical Resources

APPROVED

Steven W. Troxler

Steven Troxler, Commissioner
Department of Agriculture and Consumer Services

Lisbeth C. Evans

Lisbeth C. Evans, Secretary
Department of Cultural Resources

May 16, 2007

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ADMINISTRATIVE OFFICES

ITEM 226. FOOD PROCESSING, STORAGE, AND DISTRIBUTION ESTABLISHMENTS FILE.
Records concerning inspection and analysis reports, correspondence, and warning letters for storage and processing facilities (other than dairy establishments), inspected by the division. File includes records concerning legal actions against firms and contains data on pesticides in North Carolina and aflatoxin levels found in food. Data is entered into Food Firms Database (Electronic) File (Item 47915), Pesticide Residue Database (Electronic) File (Item 47922), and Aflatoxin Database (Electronic) File (Item 47925).

DISPOSITION INSTRUCTIONS: Destroy in office after 6 years.

ITEM 3183. PRODUCTS FILE.
Records in paper and electronic formtas concerning products regulated by the division. File includes correspondence, analysis reports, and embargo information.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 6 years.

ITEM 9034. FEDERAL FILE.
Memorandums, federal register notices, teletype records, and publications received from the federal government concerning programs and products regulated by the department.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 9036. ANTIFREEZE FILE.
Records concerning registration, testing, control of antifreeze, and information from antifreeze manufacturers. File includes applications for permits for sale, product labels, reports, and correspondence. Data is entered into Antifreeze Database (Electronic) File (Item 47919).

DISPOSITION INSTRUCTIONS: Destroy in office after 6 years.

ITEM 9037. LEGAL AND LEGISLATIVE FILE.
Information concerning Board of Agriculture regulations, attorney general's letters and opinions, federal laws, and proposed legislation.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 9039. ADMINISTRATIVE AND PROCEDURAL MEMORANDUMS FILE.
Materials concerning policies and procedures of the department. File includes memorandums to inspectors and policies and procedures of other state agencies.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 9042. FEDERAL GOVERNMENT RELATIONS FILE.
Records in paper and electronic formats concerning the relationship of the division with federal government agencies. File includes information pertaining to cooperative activities.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 4 years.

ITEM 9049. STATE AGENCIES AND DEPARTMENTS FILE.
Records in paper and electronic formats concerning the relationship of the division to other state agencies. File includes rules and regulations of those agencies relating to the work of the division, correspondence, reference copies of minutes, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 2 years.

ITEM 9054. MILK AND MILK PRODUCTS PROCESSORS FILE.
Records concerning milk products processors. File includes inspection reports, results of analyses, material concerning embargoes, warning and information letters, laboratory reports, labeling proofs, floor plans, and blueprints. File also includes applications and renewal notices for inspection certificates to manufacture wholesale frozen desserts and cheeses.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 9055. OUT-OF-STATE WHOLESALE FROZEN DESSERT FILE.
Documents concerning results of analyses, applications, and renewals for wholesale frozen dessert certificates.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 9056. PRODUCER BUTTERFAT REPORTS FILE.
Records concerning plant butterfat monthly test averages by each dairy plant. File includes official semi-annual comparative tests. Data is entered into Butterfat Reports Database (Electronic) File (Item 47923).

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 9057. RETAIL FROZEN DESSERT ESTABLISHMENTS FILE.
Records of inspections, sample results, closing orders, information concerning embargoes, and warning letters concerning frozen dessert establishments. File includes applications and renewals of retail frozen dessert certificates. Data is entered into Softserve Certificate Database (Electronic) File (Item 47924).

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 9058. LABORATORY DIRECTOR'S AFFIRMATIVE ACTION FILE.
Reference copies of applications and summary reports of applicants interviewed for certain positions.

DISPOSITION INSTRUCTIONS: Transfer applications for individuals hired to appropriate personnel file when individual accepts position. Destroy in office applications that are unsolicited and for individuals not hired 2 years after date of receipt, if no charge of discrimination has been filed. If charge has been filed, destroy in office 1 year after resolution of charge.

ITEM 9059. LABORATORY DIRECTOR'S MEMORANDUMS FILE.
Memorandums in paper and electronic formats concerning field laboratories. File includes in-house program information.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 3 years.

ITEM 9060. LABORATORY DIRECTOR'S MISCELLANEOUS SAMPLES FILE.
Records concerning unofficial samples of defective food products submitted by consumers for testing.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 9061. ETHYLENE DIBROMIDE FILE.
Records concerning ethylene dibromide. File includes inspection reports, laboratory reports, and sample transcripts.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

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ITEM 9062. DRUG DISTRIBUTORS AND MANUFACTURERS FILE.
Reports concerning inspections of drug distributors and manufacturers. Data is entered into Drug Registration and Licensing Database (Electronic) File (Item 47916).

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 47914. DRUG REGISTRATION AND LICENSING REPORTS DATABASE (ELECTRONIC) FILE.

Electronic records concerning monthly, quarterly, and year-end reports of prescription drug firms' licenses. Electronic file includes firms' names, addresses, names of contacts, dates of inspections, and other related data. Database is used to extract data from other agency databases, such as Drug Registration and Licensing Database (Electronic) File (Item 47916), in order to produce reports. (File maintenance and backup procedures conducted by Agricultural Statistics Division.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office after 5 years.

ITEM 47915. FOOD FIRMS DATABASE (ELECTRONIC) FILE.
Electronic records concerning inspections of food firms in North Carolina. Electronic file includes firms' names, addresses, telephone numbers, industry codes, number of violations, number of inspections, inspectors' names, and other related data. Data is entered into this database from Food Processing, Storage, and Distribution Establishments File (Item 226). (File maintenance and backup procedures conducted by Agricultural Statistics Division.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office after 6 years.

ITEM 47916. DRUG REGISTRATION AND LICENSING DATABASE (ELECTRONIC) FILE.
Electronic records concerning licensing and registration of drug wholesalers, manufacturers, repackers, and distributors both in-state and out-of-state who manufacture or distribute prescription drugs. Electronic file includes company names, addresses, business phone numbers, contacts' names, dates of inspections, and other related data. Data is entered into this database from Drug Distributors and Manufacturers File (Item 9062). (File maintenance and backup procedures conducted by Agricultural Statistics Division.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office after 5 years.

ITEM 47919. ANTIFREEZE DATABASE (ELECTRONIC) FILE.
Electronic records concerning antifreeze manufacturers' registrations. Electronic file includes registration numbers, companies' names, addresses, brand names, years registered, and other related data. Data is entered into database from Antifreeze File (Item 9036). (File maintenance and backup procedures conducted by Agricultural Statistics Division.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office after 6 years.

ITEM 47922. PESTICIDE RESIDUE DATABASE (ELECTRONIC) FILE.
Electronic records concerning tests performed on pesticides sold in North Carolina. Electronic file includes pesticide dealers' names, addresses, transcript numbers, commodities, dates of inspections, inspectors' remarks, and other related data. Data is entered into database from Food Processing, Storage, and Distribution Establishments File (Item 226). (File maintenance and backup procedures conducted by Agricultural Statistics Division.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office after 6 years.

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ITEM 47923. BUTTERFAT REPORTS DATABASE (ELECTRONIC) FILE.
Electronic records concerning the monthly butterfat averages in milk. Electronic file includes names of plants, producers' identification numbers, addresses, monthly test averages, and other related data. Data is entered into database from Producer Butterfat Reports File (Item 9056). (File maintenance and backup procedures conducted by Agricultural Statistics Division.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office after 2 years.

ITEM 47924. SOFTSERVE CERTIFICATE DATABASE (ELECTRONIC) FILE.
Electronic records concerning applications for certificates from businesses to sell frozen desserts. Electronic file includes names and addresses of businesses, inspection certificates' numbers, names of mix sources, inspectors' remarks, names of inspectors, and other related data. Data is entered into database from Retail Frozen Dessert Establishments File (Item 9057). (File maintenance and backup procedures conducted by Agricultural Statistics Division.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office after 2 years.

ITEM 47925. AFLATOXIN DATABASE (ELECTRONIC) FILE.
Electronic records concerning aflatoxin levels in food products. Electronic file includes names of establishments, dates sampled, priority levels, product types, inspectors' remarks, and other related data. Data is entered into database from Food Processing, Storage, and Distribution Establishments File (Item 226). (File maintenance and backup procedures conducted by Agricultural Statistics Division.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office after 6 years.

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ITEM 232. FEED PENALTIES FILE.
Records concerning correspondence to manufacturers regarding irregularities found in feed. File includes information on penalties.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 9063. CORRESPONDENCE FILE.
Records concerning office operations. File includes memorandums, information requests, routine correspondence, job application rejection letters, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after job application is rejected, if no charge of discrimination has been filed. If charge has been filed, destroy in office 1 year after resolution of charge. Destroy in office remaining records after 2 years.

ITEM 9065. FEED REGISTRATIONS FILE.
Records concerning applications and renewals for commercial feeds. File includes name of food or brand name, guaranteed analysis, ingredients, certificates of registration, certification of brands of commercial feeds registered, inspection fees paid, and North Carolina feed sales authorizations. Data is entered into Feed Registration Database (Electronic) File (Item 47918).

DISPOSITION INSTRUCTIONS: Destroy in office when brand of feed is no longer marketed.

ITEM 9066. TRANSCRIPTS ON CONCENTRATED COMMERCIAL FEED FILE.
Transcripts of concentrated commercial feed manufacturers. File includes manufacturers' names, addresses, brand names, manufacturers' identification numbers, guaranteed analysis, list of nutritional values, and other related records. Data is entered into Feed Transcripts Database (Electronic) File (Item 47920).

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 9067. FEED ANALYSES REPORTS FILE.
Records concerning chemical analysis and microscopic examination of commercial feeds and other samples.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 9068. FEED COMPANY CARD FILE.
Record copy of an index on feed companies registered or allowed to sell feed in North Carolina.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 9069. FARMERS FEED TESTING SERVICE FILE.
Records copies of information used to analyze farm-grown or farm-produced feed products. File includes farmers' feed testing service requests.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 9070. MEDICATED FEED MILL INSPECTION PROGRAM FILE.
Records concerning medicated feed mill inspections. File includes reports on routine inspections, re-inspections, limited state inspections, and monthly reports. Data is entered into Feed Mills Database (Electronic) File (Item 47921).

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 9071. MEDICATED FEED ESTABLISHMENT INSPECTION REPORTS FILE.
Records concerning medicated feed establishment inspection reports under federal Food and Drug Administration (FDA) contract.

DISPOSITION INSTRUCTIONS: Destroy in office when administration value ends.

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ITEM 47918. FEED REGISTRATION DATABASE (ELECTRONIC) FILE.
Electronic records concerning annual feed registrations for manufacturers and distributors. Electronic file includes company names, addresses, brand names, guaranteed analysis, registration fees, registration dates, and other related data. Data is entered into database from Feed Registration File (Item 9065). (File maintenance and backup procedures conducted by Agricultural Statistics Division.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office when superseded or obsolete.

ITEM 47920. FEED TRANSCRIPTS DATABASE (ELECTRONIC) FILE.
Electronic records concerning transcripts of concentrated commercial feed. Electronic file includes manufacturers' names, addresses, brand names, manufacturers' identification numbers, list of nutritional values, guaranteed analyses, and other related data. Data is entered into database from Transcripts on Concentrated Commercial Feed File (Item 9066). (File maintenance and backup procedures conducted by Agricultural Statistics Division.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office after 5 years.

ITEM 47921. MEDICATED FEED MILLS DATABASE (ELECTRONIC) FILE.
Electronic records concerning inspections of animal feed retail stores. Electronic file includes retailers' names, addresses, telephone numbers, dates inspected, compliance or non-compliance, inspectors' notes, and other related data. Data is entered into database from Medicated Feed Mill Inspection Program File (Item 9070). (File maintenance and backup procedures conducted by Agricultural Statistics Division.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office after 4 years.