

Operational Selection Policy OSP 54

Food Standards Agency 1 April 2000-1 October 2012

November 2012

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Authority

The National Archives' Acquisition Policy statement announced the Archives' intention of developing, in consultation with departments, Operational Selection Policies across government. These Policies would apply the collection themes described in the policy to the records of individual departments and agencies.

Operational Selection Policies are intended to be working tools for those involved in the selection of public records. This policy may, therefore, be reviewed and revised in the light of comments received from the users of the records or from archive professionals, the department's experience of using the policy, or as a result of newly discovered information. There is no formal cycle of review and revision will be determined according to the nature of the comments received.

This policy is a presentation version of an appraisal report. Appraisal reports have been developed to implement [The National Archives' appraisal policy](#), published in August 2004. They are designed to provide structured information about the responsibilities, work and records of an organisation so that appraisers can identify records of potential historical value. They provide a transparent record of decisions on the selection of records in whatever format for permanent preservation. Selection decisions are based on the requirement both to document the work of the organization and to provide information about specific topics of potential long-term research interest.

If you have any comments on this policy, please email information.management@nationalarchives.gsi.gov.uk

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Executive summary

- This appraisal report covers the paper files series in use from the constitution of the Food Standards Agency (the FSA) in 2000, together with the electronic files series which came progressively into use across the Agency from around 2005
- Upon its creation in 2000 the FSA inherited very substantial numbers of Ministry of Agriculture, Fisheries and Food (MAFF) files relevant to the functions the FSA had been constituted to discharge
- Following a normal period of public consultation [OSP 41](#) was published describing in general terms which of the inherited MAFF files would be selected for permanent preservation and transfer to The National Archives
- That analysis has now been taken a stage further with the publication of this Appraisal Report, which defines which paper, hybrid, and electronic files of the years 2000-2012 will be selected for permanent preservation
- The [UK Government web archive](#) will be relied upon extensively for the capture of many FSA records; there will nonetheless continue to be a review process to identify which paper and electronic records will not be captured by web harvesting but are significant enough to warrant capture using other methods
- The records selected for preservation in this report are as follows:
 - records of the FSA Board, Executive Management Committee and other committees identified at sections 3.1 where they are not captured by the Web Archive
 - operational records relating to high impact incidents (in accordance with [OSP 48](#)) and versions of the Manual of Official Controls (in accordance with [OSP 38](#)) identified in section 3.3
 - scientific research where a report is not published on the FSA Foodbase website, although this will be a rare occurrence (see section 3.6)
 - non legislative policy records signed off by the FSA Board but not captured in the FSA Board papers
 - diaries of the CEO and Chair of Board where they contain significant information not represented in records of the Executive Management Board and FSA Board

Section 1: Background information

1.1 Name of agency/NDPB/department/division

Food Standards Agency

1.2 Type of agency

Executive agency	Non-departmental public body	Trading fund	Next steps agency	Non-ministerial bodies	Libraries, museums, galleries	Research councils
				X		

1.3 Annual budget (if an agency)

2006-2007 Total Resource Budget: £143,900,000

2006-2007 Total Public Spending: £142,843,000

1.4 Number of employees (if an agency)

As of November 2011 (most recent data available) the FSA has 1,378 Full Time Equivalent Civil Service Staff.

1.5 Background, functions and activities

History

The Food Standards Agency (FSA) is an independent government department set up by an Act of Parliament in 2000 to protect the public's health and consumer interests in relation to food. The Agency took over a number of functions formerly carried out by Department of Health (DoH) and Ministry for Agriculture, Fisheries and Food (MAFF) and the Irish, Scottish and Welsh administrations.

The Meat Hygiene Service became an executive agency of the Food Standards Agency in 2000, and then merged with the Food Standards Agency in April 2010.

Functions and activities

The Food Standards Agency is an independent government department responsible for food safety and hygiene across the UK. The Agency works with businesses to help them produce safe food, and with local authorities to enforce food safety regulations. The Agency's aim is to ensure that: food produced or sold in the UK is safe to eat; consumers have the information they need to make informed choices about where and what they eat; and that regulation and enforcement is risk-based and focused on improving public health. Functions are:

- development of policy and legislation relating to:
 - microbiological, chemical and radiological safety of food
 - novel foods (including genetically modified food products)
 - nutrition and public health (only in Scotland/NI from October 2010)
 - food labelling and standards (only in Scotland/Wales/NI from September 2010)
 - aspects of animal health relating to safety of food (animal feed)

The FSA is responsible for implementing EU legislation relating to the above matters into UK legislation in the four UK countries, as well as developing domestic legislation in these areas.

- Dealing with food-borne disease outbreaks, food contamination incidents and other emergencies relating to food safety. Incidents are investigated and the likely impact investigated by Agency scientists. Liaison takes place with local authorities, enforcement officers and food businesses, and the appropriate action is taken (such as food recalls)
- Co-ordination and commission of research in the areas of food safety, nutrition (Scotland/NI only after 2010) and consumer protection. The agency carries out no scientific research itself, but holds a fund through which relevant research is commissioned. The results are analysed and carried through into FSA policy
- Ensuring the effectiveness of enforcement of food law carried out by local authorities. Controls need to be implemented that are both effective plus proportionate on business. Guidance is issued to local enforcement officers, and their procedures are monitored and audited. Where breaches of legislation are suspected, these are investigated and formal legal action may follow if deemed necessary. The FSA also supports local authority food sampling programmes
- Responsible for official controls in all approved fresh meat premises in England, Scotland and Wales. Official controls are required by European Union (EU) Legislation and are necessary to verify that Food Business Operators' comply with hygiene rules and respect the criteria and targets as set out in the specific regulations.

Official controls include undertaking specific inspection tasks and determining, through audit, the verification of FBO arrangements and their proper application. This includes:

- enforcing legislation on hygiene, specified risk material (SRM) and other animal by-products
 - animal welfare at slaughter
 - emergency controls related to animal disease outbreaks
 - rejection of meat or animals unfit or banned from the food chain
 - providing meat inspection and controls on health-marking
 - collecting and dispatching samples for statutory veterinary medicines residue testing
 - transmissible spongiform encephalopathy (TSE) examination and testing
 - checking animal identification
 - providing export certification
- Informing and educating, the food industry and the general public on matters of food safety and nutrition - through websites, national campaigns, leaflets and guidance documents

1.6 Hybrid records

The FSA operated a print-to-paper records management scheme from 2000 to late 2004, before adopting the electronic records management system FEDS (FSA Electronic Document System), which runs up until time of writing. The file series existing prior to the introduction of FEDS were replicated on it, though some paper-based records are still created for legal and technical reasons.

The Meat Hygiene Service operated a print to paper records management system from 2000 onwards but key operational records are stored in the Single Information Repository Database System from 2008.

Appendix 1 lists all FSA and MHS file series and the business area covered by each one.

1.7 Name of the parent or sponsoring department (if an agency)

The FSA is autonomous and has no parent Department. The Agency's Annual Report is laid before Parliament by the Secretary of State for Health and equivalents in the devolved administrations.

1.8 Relationship with other organisations (agencies/NDPBs/departments/other statutory bodies)

The FSA is statutorily independent. However, there is significant work that overlaps with other government departments. The scientific committees draw members from the FSA, Department of Health, DEFRA and occasionally other government departments as well as from their devolved equivalents.

The functions responsibilities and records of the Wine Standards Board were transferred to FSA ownership in 2006.

The Meat Hygiene Service (MHS) was an executive agency of the Food Standards Agency (having previously been an executive agency of MAFF). The MHS provided verification, audit and meat inspection services in approved meat premises in England, Scotland and Wales - it was required to provide these services by statute. The MHS Board was a sub-committee of the FSA Board. The MHS formally ceased to exist on 1 April 2010, with its business functions and statutory responsibilities transferred to the FSA.

Machinery of government changes in 2010 resulted in the transfer of responsibility for nutrition to the Department of Health on 1 October 2010 and the transfer of responsibility for labelling and food composition to DEFRA on 1 September 2010. These changes only apply in England.

Responsibility for nutrition in Wales was transferred to the Welsh Assembly Government on 1 October 2010, though the FSA in Wales retains responsibility for food labelling and composition.

FSA in Scotland and Northern Ireland have retained responsibility for nutrition, food labelling and food composition.

Section 2: Material transferred to The National Archives in the past

No Food Standards Agency paper records have been transferred to The National Archives to date.

Several web sites have been harvested - use The National Archives reference KM to find them. No other FSA digital records have been transferred yet.

The FSA has custody of MAFF files relevant to food standards issues, and a number of these dating 1980 or earlier have been set aside for transfer to the The National Archives, in accordance with [OSP 41](#). A list is available on request.

The papers of the former MHS Board and MHS Executive Management Board are both currently undergoing preparation for transfer to The National Archives.

Section 3: Analysis of records produced

3.1 Committee structure within the agency or parent department, including statutory committees directing the work of the organisation

Name of committee	Length of service	Terms of reference	Select? Yes/No	Source	Reasons for selection/non-selection, including comments on the quality of information
Food Standards Agency Board	April 2000-present	The overall strategic direction of the FSA, ensuring the Agency fulfils its legal obligations so that its decisions or action take proper account of scientific advice, the interests of the consumer and other relevant factors.	Y	Open Papers: FSA Website Closed Papers: Shared Drives	This is the top-level policy making board in the agency. Whilst the Open Meeting papers and minutes are published on the internet, the board also holds closed sessions which are not published
Executive Management Board	April 2000-present	To support the Chief Executive in ensuring the effective corporate governance of the FSA	Y	Shared Drives FSA intranet (2008 onwards)	Recent minutes available on FSA intranet - none publicly accessible. This board handles high-level executive decisions in terms of delivering the Agency's objectives

Management Committee	2006-2008	The Management Committee (MC) is a sub-committee of the Executive Management Board (EMB). The principal purpose of the MC is to broaden the decision-making base in the FSA	Y	SPU file series (since Sep 2006)	Recent minutes available on FSA intranet - none publicly accessible. This board handles high-level executive decisions in terms of delivering the Agency's objectives
Scottish Food Advisory Committee	Nov 2000 - present	To advise the Agency on safety and standards issues affecting Scotland	Y	Open Sessions: FSA Website Closed Sessions: On shared drive	Statutory Committee. Minutes openly published on website, but papers are not
Welsh Food Advisory Committee	Oct 2000 - present	To advise the Agency on safety and standard issues affecting Wales	Y	Open Sessions: FSA Website (minutes only) Closed Sessions and all Papers: Paper file Series (unofficial)	Statutory Committee. Minutes preserved on website, but papers are not
Northern Ireland Food Advisory Committee	Oct 2003-present	To advise the Agency on safety and standard issues affecting Northern Ireland	Y	Open Sessions: FSA Website (minutes only) Closed Sessions and All Papers: On shared drive	Statutory Committee. Minutes preserved on website, but papers are not.
Food Advisory Committee	To April 2001	To advise the Board of the FSA on any food safety and standards issues and assist with the development of the Agency's Strategy and future work programme as the Board may require. Disbanded 2001	Y	On file series FAC (2000-2001) and also on website (1997-2001). Earlier files to be handled as part of MAFF file review	Background, minutes (between 23 October 1997 and 5 April 2001) papers press releases and FAC news can be found on FSA website

General Advisory Committee on Science	October 2007-present	Independent advice on the Agency's governance and use of science	Y	FSA Website and RCU file series	Full minutes and papers captured on website
Advisory Committee on Animal Feedingstuffs (ACAF)	1999-present	Advises on the safety and use of animal feeds and feeding practices, with particular emphasis on protecting human health	Y	acaf.food.gov.uk and AFS file series	Majority of minutes and papers captured on website plus annual reports and advisory documents. Committee is joint FSA/DEFRA secretariat
Advisory Committee on Novel Foods and Processes (ACNFP)	1999-present	Advises on matters relating to novel foods (including GM foods) and novel processes (including food irradiation)	Y	www.acnfp.gov.uk and file series NFU	Majority of minutes and papers captured on www.acnfp.gov.uk plus reports and assessment information
Advisory Committee on the Microbiological Safety of Food (ACMSF)	1990-present	Statutory Committee - provides expert advice to Government on questions relating to microbiological issues and food	Y	acmsf.food.gov.uk and file series MSF	Complete set of minutes and papers captured on acmsf.food.gov.uk plus annual reports and some microbiological reports (since March 2005)
Advisory Committee on Animal Feedingstuffs (ACAF)	1999-present	Advises on the safety and use of animal feeds and feeding practices, with particular emphasis on protecting human health	Y	acaf.food.gov.uk and AFS file series	Majority of minutes and papers captured on website plus annual reports and advisory documents. Committee is joint FSA/DEFRA secretariat

Committee on Toxicity (COT)	1978-present	Provides advice to the Food Standards Agency, the Department of Health and other Government Departments and Agencies on matters concerning the toxicity of chemicals	Y	cot.food.gov.uk and file series COT	Complete set of minutes and papers captured on cot.food.gov.uk in addition to supporting documents Also note working groups (cot.food.gov.uk/cotwg/)
Working Party on Food Contact Material (WPFCM)	1984-2009	Advises on the research needed to ensure that consumers are protected from chemical migration into food from packaging and other materials in contact with food	Y	File series CMA	No longer on FSA website. Need to ascertain that website archived record is complete
Working Party on Food Additives (WPFA)	Pre FSA-2006	Discusses legislative developments and provides guidance on research and surveillance on additives in food	Y	File series ADB	Papers/minutes are not on the FSA website
Consultative Group on Campylobacter and Salmonella in Chickens	2001-present	To ensure stakeholder involvement in the Agency's work on campylobacter and salmonella in chickens	Y	file series MSF	Minutes/papers not on FSA website, only reports and ToR (no decision making role, does not provide formal advice)
Foodborne Disease Strategy Consultative Group	2001-present	To assist the Food Standards Agency develop and implement strategies for the reduction of foodborne illness	Y	file series FDS	FSA website record of this group quite weak (no minutes, isolated papers, no decision making role, does not provide formal advice)

Enforcement Liaison Group	1999-2009	Contribute to the development of Agency strategies to improve the effectiveness and consistency of food law enforcement	Y	FSA Website and file series FFS	Minutes on FSA Website since 2001 (called Local Authority Enforcement Liaison Group prior to this)
Advisory Body for the Delivery of Official Controls	2007-2010	Will provide advice and make recommendations to the FSA Board on proposed changes to the delivery of official controls in approved meat plants in the UK	TBC	FSA Website and file series MHA	New committee - likely historical relevance yet to be established
Meat Hygiene Policy Forum	2002-present	Offers those with an interest in meat hygiene issues with the opportunity to discuss meat hygiene issues with the FSA officials responsible for policy development and implementation	Y	Files Series MHA	Records on FSA website very complete
Red Tape Working Group	-	Part of review of the regulatory burdens on the meat industry between MAFF (later FSA) and National Farmers Union	N	N/A	FSA website contains only brief information plus final report
Enforcement Stakeholder Forum	-	Informal communications vehicle to representatives working in this sector and an opportunity to explore possibilities for productive partnership working	N	FSA Website	Meeting minutes and key documents captured on website

Food Incidents Task Force	2005-6	To strengthen existing controls in the food chain. To reduce the possibility of future contamination incidents and to improve the management of such incidents if they do occur	Y	Shared Drive	All
Food Standards Sampling Co-ordination Working Group	2003-2010	Help encourage better co-ordination of food standards sampling across local authorities and the Agency, and to promote focussed sampling programmes	N	FSA Website	Fully captured on FSA Website
Additives and Authenticity Methodology Working Group (AAMWG)	2004-present	Evaluates research developed within the authenticity and additives research programmes. Ensuring enforcement methods are robust and provide advice on the application of the methods for Agency surveys of enforcement	Y	file series FAE	Website captures very little of working group history. File series very likely to contain significant analysis of FSA research
FSA Expert Group on Testing of Milk for Antibiotic Residues	2006-present	Advise the Food Standards Agency on scientific and practical aspects surrounding the control of antibiotic residues in milk	Y	FSA Website and file series MLK	Minutes captured on website, but papers are not

Industry Stakeholder Forum	2003-2010 (approx)	Informal communications vehicle for stakeholders in food sector and offers opportunity to discuss current and emerging issues with the FSA	N	FSA Website	Minutes captured on website. As this is a discussion forum only, these should be sufficient record
Animal Feed Law Enforcement Liaison Group	2005-present	Discuss enforcement related issues, to identify common problems and agree to a consistent and co-ordinated approach to feed law enforcement	N	FSA Website and file series AFS	FSA Website captures all minutes and most papers (only missing draft minutes/ToR)
Scottish Food Enforcement Liaison Committee (SFELC)	2002 (approx)-present	Co-ordinates the food law enforcement and sampling and surveillance activities of Scottish local authorities	Y	FSA Website	All committee documentation to be found on website
Meat Hygiene Service Board (previously MHAC and MHS ownership Board)	Nov 2004-Mar 2010	To provide strategic direction to MHS and to hold the MHS to account on behalf of the FSA Board	Y	Paper record and shared drive	The top level strategic direction setting body of the Meat Hygiene Service as an executive agency of the FSA
Meat Hygiene Service Senior Management Team (previously MHS Management Board and MHS Management Group)	2000-2010	To set the strategic direction of the MHS, ensuring that it fulfils its legal obligations	Y	Paper record and shared drive	Contains the corporate history the MHS as a body

Social Science Research Committee	2008-present	Provides advice to the Agency about how it gathers and uses social science evidence	N	FSA Website (ssrc.food.gov.uk/)	
Better Regulation Advisory Group	2006-present	To undertake independent external scrutiny and challenge of the Food Standard Agency's better regulation initiatives	N	FSA Website	
UK-wide Food Hygiene Ratings Steering Group	2009-present	To advise the Agency on the development and implementation of the National Food Hygiene Rating scheme	Y	FSA Website	The National Food Hygiene Rating Scheme is one of the Agencies most high profile schemes visible to the public
Scottish Food Enforcement Liaison Committee (SFELC)	2006-present	Co-ordinates the food law enforcement and sampling and surveillance activities of Scottish local authorities	N	FSA Website	
Chemical Hazard Identification and Risk Surveillance Group (CHAIRS)	2011-present	A forum for government organisations to share information in relation to chemical contamination incidents with the objective of improving communication and facilitating risk management	N	FSA Website	
LAEMS Joint Working Group	2009-present	To advise the Food Standards Agency on issues relating to LAEMS	N	FSA Website	Group relates solely to management of Local Authority monitoring processes. No long-term value

<p>Audit Advisory Committee Scotland</p>	<p>2010-present</p>	<p>To provide advice to the FSA Scotland on matters relating to the process of audit of local authority food law enforcement and on the operation and effectiveness of the Framework Agreement on Local Authority Food Law Enforcement in Scotland</p>	<p>TBC</p>	<p>FSA Website</p>	<p>Assess long term value at later date</p>
<p>Stakeholder Group on Current and Future Meat Controls</p>	<p>2010-present</p>	<p>To inform the Agency's work in developing proposals for more risk-based and proportionate meat hygiene and TSE/SRM requirements and the official controls relating to those requirements</p>	<p>TBC</p>	<p>FSA Website</p>	<p>Assess long term value at later date</p>

The following committee records were transferred to Department of Health ownership in October 2010

Name of committee	Terms of reference	Source	Reasons for selection/non-selection, including comments on the quality of information
Scientific Advisory Committee on Nutrition (SACN)	Advises on matters concerning nutrient content of individual foods, advice on diet and the nutritional status of people	sacn.gov.uk and file series SAC	Was previously joint secretariat between FSA and DoH - now solely DoH owned. Very complete record of committee at sacn.gov.uk
Nutrition Strategy Steering Group	To encourage the delivery of commitments from principal partners to progress key strategic dietary health objectives, including those in the Government's White Paper on Choosing Health	FSA Website (partial) and file series CPD	This group is co-chaired by the FSA Chair, FSA owns secretariat, and consists of high-level discussions on an area of FSA policy with high public interest. Website captures meeting minutes but not papers
Expert Group on Vitamins and Minerals (disbanded 2003)	Evaluate the safety of all the vitamins and minerals essential to health plus those currently available as food supplements or used in fortified foods	file series NUB	Full minutes and agendas on site (though no links to papers obvious). Final report also captured – will need to decide if this is sufficient documentation of this committee

The FSA sends or has previously sent nominees to the following committees and is involved in their work, though the secretariat function is owned by another Government Department and therefore they rather than the Agency hold the responsibility for retaining records relating to their work:

- Advisory Committee on Pesticides (owned by Pesticides Safety Directorate)
- Pesticide Residues Committee (owned by Pesticides Safety Directorate)
- Spongiform Encephalopathy Advisory Committee (owned by DEFRA)
- Veterinary Products Committee (owned by DEFRA)
- Veterinary Residues Committee (owned by DEFRA)
- Food and Drink Advertising and Promotion Forum (owned by Department of Health)
- Committee on Carcinogenicity (owned by Department of Health)
- Committee on Mutagenicity (owned by Department of Health)
- COMARE - Committee on Medical Aspect of Radioactivity in the Environment (Owned by Health Protection Agency)
- Defra Expert Committee on Pesticide Residues in Food (PRiF)

3.2 Areas of policy work undertaken in the agency

The Food Standards Agency is an independent Government department set up by an Act of Parliament in 2000 to protect the public's health and consumer interests in relation to food.

The FSA provides advice and information to the public and Government on food safety from farm to fork, nutrition and diet. It also protects consumers through effective food enforcement and monitoring.

The FSA operates at 'arms' length' from government and bases its policy decisions on independent scientific evidence (Section 3.6. summarises the area in which the FSA carries out scientific research).

Development of policy and legislation relating to:

- **Safety of food:** this includes microbiological, toxicological, chemical and radiological risks, both naturally occurring, environmental and process contaminants, as well as contaminants occurring in food packaging and contact materials, plus risks relating to novel foods and processes (including GM food).

Legislation relating to food safety and hygiene for specific sectors of the food industry (eggs products, dairy products, fish/shellfish, meat). In terms of meat hygiene, the agency also handles risks relating to TSE's (transmissible spongiform encephalopathies, including BSE)

- **Aspects of animal health and agricultural practice** in areas relating to safety of food (animal feed, pesticide residues)
- **Enforcement of food law:** including registration/licensing of food establishments, imported food, powers of entry for ships/aircraft, monitoring/auditing of food law enforcement services

The following policy areas were transferred to DEFRA in England in September 2010, although the FSA devolved offices retain ownership of these policy areas.

- **Food labelling:** this includes use of marketing terms, country of origin, vegetarian labelling, food allergen labelling and GM labelling
- **Food standards and composition:** this includes technical standard for specific products (fats and oils, bottled water), organic food, and laws relating to traceability and product recall

The following policy areas were transferred to Department of Health in England and the Welsh Assembly Government in Wales in October 2010. FSA in Scotland and Northern Ireland have retained ownership.

- **Nutrition and public health:** the agency sets policy on diet and nutrition, including on nutritional aspects of food fortification, handling of nutritional/health claims, nutrition labelling, dietetic foods and food promotion to children

3.3 Operational work undertaken by the agency

Table 3.3 - Operational work of the agency and records created. The operational datasets change frequently in line with the agency's need to respond to changes in the delivery of official controls. The Information Asset Register is updated quarterly and contains an up to date list

1. Operational activity	2. Content	3. Information recorded in case work files	4. Is the information captured through or replicated in a database?	5. Is the information captured through or replicated in publications?	6. Selection? Yes/No	7. Reasons for selection/ non-selection
Analytical Services	Economical, Social Science, Statistical, Operational Research	Yes	Yes	No	No	The output from these processes feed into the research reports and policy that is published
Answering requests for information as a statutory function	All divisions as per Open Access Legislation	Yes	Yes	No	No	
Approvals	Issuing approvals for approved establishment	No	Yes	No	No	Approved establishment based operational data
Auditing See supervision, above	Auditing for local authority food enforcement processes	Yes	No	No	No	Audit reports are published on FSA website
Audits of Approved Premises	Carrying out audits against official controls at approved red, white and cutting plant premises	No	No	No	No	Approved establishment based operational data

1. Operational activity	2. Content	3. Information recorded in case work files	4. Is the information captured through or replicated in a database?	5. Is the information captured through or replicated in publications?	6. Selection? Yes/No	7. Reasons for selection/ non-selection
Campaign, Promotional Work	Food safety campaigns, Nutrition campaigns (Scotland/NI only after 2010)	No	No	Yes	No	
Commissioning research	FSA commissions research in several areas - see Section 3.6	Yes	In some cases	Summaries appear in Chief Scientists Annual Report and sections of annual report	Yes	Scientific research is the bedrock of FSA policy. Research results often have implications many years after commissioning
Disease Control	Putting in place emergency controls related to animal disease outbreaks	No	No	No	No	Approved establishment based operational data
Enforcement	Specific areas of food law enforcement are undertaken directly by FSA (milk production holdings, egg packing stations) - majority is responsibility of LA inspectors	Approvals, Specific queries, Inspection details	Partial (some databases exist for specific purposes)	No	No (consider exceptions)	Case files, mostly procedural inspections (See OSP48 Case Files)

1. Operational activity	2. Content	3. Information recorded in case work files	4. Is the information captured through or replicated in a database?	5. Is the information captured through or replicated in publications?	6. Selection? Yes/No	7. Reasons for selection/ non-selection
Enforcing Meat Hygiene Legislation	Enforcing legislation on Hygiene, Specified Risk Material (SRM) and other animal by-products	Yes partly prosecution case files	Yes partly	No	No	Approved establishment based operational data. Prosecution information is publicly available
Handling complaints	As role as Government Department	Yes	No	No	No	
Incidents Response	Food Incidents Emergency Response (Radiological, Chemical, Biological)	Yes (up to 2006)	Yes (from 2006, record back dated to 2000)	Yes - Post 2006 data is published in an annual report on incidents	No	Some incidents saw great media attention though these generally result in public inquiry - check preservation in UK Web Archive and The National Archives catalogue
Inspection and health marking	Providing meat inspection and controls on health-marking	No	Yes partly	No	No	Approved establishment based operational data
Issuing Slaughterman's Licences	Issuing Slaughterman's Licences	No	No	No	No	Personal data
Liaison with EU	Represent UK interests and EU working group meetings	Yes	No	No	No	

1. Operational activity	2. Content	3. Information recorded in case work files	4. Is the information captured through or replicated in a database?	5. Is the information captured through or replicated in publications?	6. Selection? Yes/No	7. Reasons for selection/ non-selection
Licensing	Licensing of meat premises (Meat Plant Approvals)	Licence / Approval documents, Revocations	Yes	No	No	Case files predominantly tracking procedural processes
Manual of Official Controls	Producing the Manual of Official Controls (previously Operations Manual 1995 - current)	No	No	No	Yes	Records the instructions for how official controls are delivered. There have been many iterations of the manual
Monitoring	Monitoring of Local Authority inspections	Food law enforcement returns from local authorities	Yes	Published to the FSA Board and placed on the website, and the EU FVO as part of the National Control Plan	No	Analysis of this data is reported to FSA board and will be captured in board papers
Monitoring	Radiological, chemical microbiological, biotoxin surveillance. Includes residues of medicines and pesticides in food	Statutory returns from sites (through EA or SEPA), Environmental Reports, Notifications.	Yes	Radiological data captured in annual RIFE (Radioactivity in Food and Environment) report	TBC	Need to establish value of databases and case files before decision can be made. (See OSP48 Case Files)

1. Operational activity	2. Content	3. Information recorded in case work files	4. Is the information captured through or replicated in a database?	5. Is the information captured through or replicated in publications?	6. Selection? Yes/No	7. Reasons for selection/ non-selection
		Raw monitoring data				
Monitoring Animal welfare	Monitoring Animal welfare at slaughter	No	No	No	No	Approved establishment based operational data
Monitoring emerging technologies	Monitoring scientific papers and press, attending meeting on such subjects	Yes	No	Partial (Scientific Advisory Committee annual reports)	No	
Providing Grants	Special Grant Scheme for 'Safer Food Better Business'	Yes	No	No	No	One-off series of payments on a specific issue: no long term research value
Providing training/ skills	Training of Food Law Enforcement Officers	Yes	No	No	No	Administrative detail: no long term research value
Providing, guidance, information and support	This occurs across the organisation, covering all areas of policy	Yes	Some	Yes - FSA produces publications and 'grey literature' providing guidance, information and support	No	FSA publications capture the essence of guidance given on issues of interest

1. Operational activity	2. Content	3. Information recorded in case work files	4. Is the information captured through or replicated in a database?	5. Is the information captured through or replicated in publications?	6. Selection? Yes/No	7. Reasons for selection/ non-selection
Recording Throughput	Recording throughput of slaughtered animals on behalf of DEFRA	No	Yes	No	No	Approved establishment based operational data. High level statistics published by DEFRA
Sampling	Collecting samples for veterinary medicines residue testing and transmissible spongiform encephalopathy (TSE) testing	No	No	No	No	Approved establishment based operational data
Setting industry standards			No	Yes. Guidance is published in the form of documents such as 'Safer Food Better Business'	No	FSA publications capture the essential elements of this
Statutory Consultee	Statutory Consultee for licensed nuclear sites in food safety role	Yes	Yes	No	No	The Environment Agency leads on issuing the authorisations for the sites and preserving the public record

1. Operational activity	2. Content	3. Information recorded in case work files	4. Is the information captured through or replicated in a database?	5. Is the information captured through or replicated in publications?	6. Selection? Yes/No	7. Reasons for selection/ non-selection
Supervising other organisations	MHS governance (SLA, Charges, Disputes, Auditing)	Yes	No	No	No	Records of policy decisions and project concerning FSA/MHS relations may be of interest, but procedural work in this area will only be kept for as long as locally useful (likely candidate for first review)
Testing/approving/ accrediting industry products/organisations	Authorisation of veterinary medicines, pesticides, biocides	No	No	No	No	DEFRA lead on approving/authorising - they would capture any FSA input in approval of such chemicals

The following functions and their associated records were transferred to the ownership of DEFRA in September 2010 in England

They remain under FSA ownership in Scotland, Wales and Northern Ireland

1. Operational activity	2. Detail of activity	3. Information recorded in case work files	4. Is the information captured through or replicated in a database?	5. Is the information captured through or replicated in publications including the Annual Report?	6. Selection? Yes/No	7. Reasons for selection/ non-selection
Composition/Technical Standards	Composition/ Technical Standards for various foods/drinks	Yes	No	No	No	

3.4 Electronic formats

Datasets

There is known to be over 3000 MS Access databases in the FSA, plus a number of Lotus Notes systems. Many of these can be regarded as ephemera, others as ‘personal’ datasets held for the convenience of a specific person or group; these will be disregarded here. This report is concerned only with large ‘corporate’ datasets stored on databases developed by the FSA IT Development team or specifically for FSA by external organisations. Systems relating solely to the management of corporate services (HR, Finance, IT) are not listed.

Table 3.4 Datasets

Name of database	Information contained of historical value	Selection Yes/No	Reasons for selection/non-selection
FSA incidents reporting database	Recording and processing of incident notifications. Some of the content would be at ‘PROTECT’ level of marking	Yes (partial)	This is a very complete database detailing all food incidents - the record of high-profile incidents should be considered for preservation
Ministerial Correspondence System	Recording the workflow of creating ministerial correspondence documents	No	Ministerial correspondence is captured centrally
Press Office System	Records Press Office notifications and correspondence	No	Operational system
Stakeholders Database	Contact data for FSA Stakeholders	No	Internal use only - contains personal data

Milk and Dairies Monitoring Database	Record and Report on Dairy Production and Hygiene	No	Operations tool for planning inspections - no long-term research value
REMIND (Archive since 2011)	Research Management System	No	Operational system - reports published or captured in file series
Wine Standards Board Database	Contains information on wine importers sellers and producers and inspections undertaken	No	Operational system
Freedom of Information Tracker	Records all FoI requests and progress against statutory response times	No	Operational system
Shellfish Monitoring Database	Information relating to testing of shellfish (currently only used in Scotland)	No	Operational system
Food Hygiene Rating Scheme	Used to present premises scoring data	No	undertaken by Local Authorities
Imported Foods Database (GRAIL)	Used by port health authorities to check legislation and guidance notes applicable to imported food items	No	Operational system
Intake	Used to hold datasets for Agency Staff to access	No	Operational system
UK Food Surveillance System	Food Sampling Data collected by local authorities	No	Contains food sampling data - any sample of interest would be recorded in high-profile incident record

Treat Official Correspondence	Recording the workflow of handling Treat Official Correspondence	No	No long term retention values
Scottish Primary Production Official Controls Systems)	Official Controls Inspection Scheduling for Scotland (undertaken by Scottish Govt and LAs)	No	Operational system – work not undertaken by FSA
Branch Correspondence	Recording the workflow of handling correspondence	No	No long-term retention value
Q Pulse	Management of Local Authority and Internal Audit process and recommendations	No	Audit information has set retention period
LAEMS (Local Authority Enforcement Monitoring System)	Monitoring of performance of Local Authorities against set measures	No	Raw monitoring data not of long-term value
Food Fraud Database	Intelligence gathering and analysis relating to food fraud	No	Considerable quantity of sensitive content. Any information relating to actual food incident will be captured in Incidents Reporting Database

These datasets were transferred to Department of Health ownership on 1 October 2010

Name of database	Information contained of historical value	Selection Yes/No	Reasons for selection/non-selection
NDNS Nutrient Databank	Nutrient Databank Repository UK Data Archive is a joint programme involving JISC, ERSC and the University of Essex and works with The National Archives to maintain a national data store of Social Research information	Yes - already legally deposited at UK Data Archive	Contains much information that feeds directly into FSA policy

Websites

The FSA's websites are:

- www.food.gov.uk/ Food Standards Agency news, Food Alerts, Consultations, science, research and regulatory information
- foodbase.org.uk/ open-access repository containing outcomes of Agency-commissioned scientific research
- www.eatsafe.gov.uk award scheme for catering businesses in Scotland and Northern Ireland

These websites were previously run by the FSA but are no longer updated:

- www.eatwell.gov.uk consumer advice and information site relating to healthy eating and food safety
- www.salt.gov.uk Salt Campaign

These are archived automatically via the UK Government Web Archive.

Email systems

For the majority of its history, the FSA has used a Lotus Notes-based email system, with a switch to Microsoft Outlook. Each staff member has a 1 GB account. Up until 2006, staff could request CD backups of email accounts - this process was discontinued.

The introduction of the FEDS system allowed staff to copy significant emails to official electronic files. FSA sections that do not or have ceased to use FEDS generally retain necessary email in shared drive folders.

Even before then, emails were generally printed out for placement on paper files. Given that any email worthy of retention is likely to be found on an official file system, there would be no benefit in retaining staff email accounts.

Electronic diaries

The National Archives advises that the Diaries of the Chair (equivalent to Minister) and Chief Executive (equivalent to Permanent Secretary) should be selected only where these documents can be shown to contain significant information that is not represented in the Executive Management Board and FSA Board papers in accordance with [OSP 35](#).

Working files

See Appendix 2.

3.5 Publications produced by the organisation

You can download an almost-complete list of Food Standards Agency publications (including those now out of print) from the [FSA website](#).

The only publications not covered on this list are [Business Reports](#) (including Annual Reports) and the newsletter [FSA News](#).

Use the guidance in Operational Selection Policy [OSP 36](#) to determine which publications need to be preserved and where. A significant number would be eligible for legal deposit at the British Library (and so would not be required by The National Archives).

The Agency previously held a number of unpublished reports and internal bulletins in its local departmental library. This service closed in 2012, and all information of interest to the British Library was submitted there as part of the closure process.

Table 3.5 - Types of publications and preservation strategies

1. Types of publications	2. Important to preserve? Yes/No	3. Reasons for answer in column 2	4. Preservation at The National Archives or British Library?
Marketing Campaign Material <ul style="list-style-type: none"> - Consumer nutrition - Foodborne Diseases - Food Labelling - Safety/Hygiene - Food Industry - Safer Food Better Business - School-based Food Initiatives 	Partial	Some of the agencies more notable campaign material might be deemed fit for preservation	BL
Annual Reports and Accounts	Yes	This is the top-level document of all FSA activity	BL
Strategic and Corporate Plans	Yes	High-level documents relating to planned work of FSA. Website harvesting will capture this	The National Archives
Scientific Reports	Yes	Science underpins FSA policy	The National Archives/BL
FSA News (and any significant public facing journal)	Yes	Useful as a periodic summary of FSA activity (note that internal newsletters need NOT be retained). On FSA website since 2010	BL

3.6 Scientific records

The FSA holds records relating to research along with records of the development of policy into which they feed. The general intention is to preserve files relating to research in cases where no published research report was produced although this will be a rare occurrence.

Reasons to not publish a report could be:

- research regarding future threats or risks to the food chain
- the results of research work that might be useful for illegal purposes
- the results might pose a threat to national security

FSA launched an Open Access Repository for research reports, [Foodbase](#), in mid-September 2008. Published reports are also sent to the British Library.

In 2012, under the Transparency agenda, the FSA is implementing a policy obliging contractors to publish underpinning data wherever possible alongside the report, so as to encourage re-use of data and the publication of underpinning data.

3.7 Significant policy issues for the period of appraisal

Significant food standards policy issues up to year 2000 should be selected in accordance with [OSP 41](#).

Select post 2000 non legislative policy records signed off by the FSA Board but not captured in the FSA Board papers. The FSA will not select policy which becomes legislation because it will be captured elsewhere. Impact Assessments from both legislative and non legislative policy are published on the Food Standards Agency website and archived by the UK Government Web Archive.

3.8 Internal administration records

A number of the file series listed in Appendix 1 consist primarily of internal administration records. In accordance with Operational Selection Policy [OSP 38](#) none of these will be selected for permanent preservation - apart from versions of the Manual of Official Controls.

3.9 Paper records outside official filing series

The FSA also hold significant quantities of paper documents that do not form part of official file series. Some of these might be regarded as de facto official business records in lieu of official files for that business area

These records fall into a number of categories. In most cases, these documents can be regarded as 'extensions' of FSA file series and can be reviewed using the same criteria.

Section 4: Proposals for the selection of records

See Executive Summary

Section 5: Additional information and follow-up

- 5.1 Selection and transfer of inherited MAFF paper files will roll forward year on year. In due course this process will reach and continue in to the post-2000 FSA period.
- 5.2 The selection approaches established will be built in to the management of the FEDS IT system.

Appendix 1: Records held in official FSA file series

These files are either in paper format at offsite storage or held on the FEDS database. Review method will be at series level for case file series and selection by title for other series. Traditional file-by-file review is no longer considered necessary or resource-efficient; use it on a limited basis to confirm the content of files which have been reviewed using file title and selection criteria outlined in this report.

Series prefix	Activity	Divisional owner	Subject	Review method
ADA	2000-2002	Food Composition and Labelling (Food Additive Branch)	Food Additives, Sweeteners and Flavourings (including working party on Food Additives)	Selection by title
ADB	2000-current	Food Composition and Labelling (Food Additive Branch)	Food Additives, Sweeteners and Flavourings (including working party on Food Additives)	Selection by title
AFC	2005-2010	FSA in Scotland (Food and Feed Safety)	Scotland - Animal Food Chain and Novel Foods	Selection by title
AFS	2000-current	Hygiene and Microbiology (Policy - AFU)	Negotiation/ administration of international standards for	Selection by title

			composition/labelling of animals feed	
ASS	2000-2009	Analysis and Research	Economic and Statistical Analysis	Selection by title
AMH BMH CMH DMH EMH	2000-2008	Meat Hygiene Service Regional Offices: North, Central, South West, Wales and Scotland	Operational activities relating to delivery of official controls	Series
AST	2003 only	Hygiene and Microbiology	Purpose Unknown	None needed
BAS	2000-2003	Hygiene and Microbiology (Policy)	Beef Assurance Scheme (Policy and Case Files)	Series
BMH	2000 only	Security and Estates	Office and Personnel Security	Selection by title
BMU	2005 only	FSA in Scotland (Corporate Support)	Scotland - Business Management Unit, Freedom of Information Act Requests	Series
BPB	2000-2006	Planning, Performance and Change	Business Planning, Strategic Risk Register, Audit Committee, FSA Annual/Departmental Reports	Selection by title
CCM	2001-2005	Communications	Communications Division (little use)	Selection by title
CEM	2000 - current	Meat Hygiene Service Chief Executives Office and Business Development Unit	Communications MHS Board Senior Management Team Meetings Business planning Records Management (until 2007)	Selection by title
CDH	2005-2009	Food Policy Group Directors Office	Business of Consumer Choice and Dietary Health Group Directors Office (Group no longer exists)	Selection by title

CHA	2005-2010	FSA in Scotland (Food and Feed Safety)	Scotland - Contaminants, Hygiene, Additives and Shellfish	Selection by title
CLS	2001-2007	Chemical Safety	Contaminated Land Strategy - Liaison with Local Authorities (Case Files)	Series
CMA	2000-2007	Chemical Safety (Strategy and Policy)	Policy and Research relating to Materials and Articles In Contact With Food	Selection by title
COB	2000-2005	Communications	Advice to policy divisions on engagement with consumers and how to commission social and market research. Dame Sheila McKechnie Award for community food initiatives	Selection by title
COM	2000-2002	Communications	Communications Division (little use)	None needed
CON	2001-2006	Chemical Safety	Working Party on Chemical Contaminants	Selection by title
COT	2000-current	Chemical Safety (Chemical Risk Assessment)	Committee on Toxicity	Series
CRS	2000-2006	Private Office	Chief Executives Private Office	Series
CSB	2003-2011	Private Office (Correspondence, Openness and Parliamentary)	Parliamentary Business, Openness, Complaints	Selection by title
CSP	2000-2011	Private Office (Correspondence, Openness and Parliamentary)	Parliamentary Business, Complaints	Selection by title
CSS	2000-2004	EU and International	Co-ordination and strategic input on EU	Selection by title

			and international matters	
CUS	2005 only	FSA in Scotland (Dietary Health and External Affairs)	Scotland - Communications Unit	Selection by title
DAN	2005-2010	FSA in Scotland (Dietary Health and External Affairs)	Scotland - Diet and Nutrition (Education/Campaigns), Food Access	Selection by title
DEV	2000-2004	Human Resources	Training and Development, Investors in People, Organisation Development	Selection by title
DQA	2010-current	Enforcement and Local Authority Liaison	Delivery Quality Assurance	Selection by title
DTS	2003-2004	Enforcement and Local Authority Delivery	Diversity/race relations issues in Food Law Enforcement, Technical Support on Hygiene Regulations	Selection by title
EAT	2007-current	Chemical Safety (Chemical Risk Assessment)	Exposure Assessment	Selection by title
ECI	2004-2007	Enforcement and Local Authority Delivery (Incidents and Food Fraud)	Environmental Contamination Incidents (Case Files)	Series
ECO	2004-current	Hygiene and Microbiology (Strategy)	Food Hygiene Regulations Application Project, Food Hygiene Legislation Strategy	Selection by title
EFS	2005-2008	Food Policy Group Directors Office	Business of Enforcement Group Directors Office (Group no longer exists)	Selection by title
ELA	2000-2004	Local Authority Audit and Liaison (Audit and Monitoring)	Monitoring of Food Law Enforcement by Local Authorities (Case Files)	Series

ELC	2000-2005	Local Authority Audit and Liaison (Audit and Monitoring)	Monitoring of Food Law Enforcement by Local Authorities (Case Files)	Series
ENV	2000-2007	Chemical Safety	Environmental Contaminants	Selection by title
EPA	2000-current	Local Authority Audit and Liaison (Audit and Monitoring)	Audit of Local Authorities Food Law Enforcement services, External audit of MHS, Liaison with LACORS, Enforcement research	Series
EPC	2000-current	Enforcement and Local Authority Delivery (Strategy and Policy)	Enforcement Policy Co-Ordination, Liaison and Framework Agreements with local authorities, FVO Missions, Scores on the Doors	Selection by title
EPM	2000-2008	Local Authority Audit and Liaison (Audit and Monitoring)	Monitoring of Food Law Enforcement by Local Authorities (Policy)	Selection by title
ESA	2000-2008	Enforcement and Local Authority Delivery (Delivery)	Technical support on food hygiene regulations	Selection by title
ESB	2000-2007	Incidents and Food Fraud	Food Incidents (Policy and Administration)	Selection by title (some significant case file series within)
ESC	2000-2010	Enforcement and Local Authority Delivery (Delivery)	Training for local authority enforcement officers, food law enforcement qualifications and recruitment and retention	Selection by title
ESD	2000-2005	Enforcement and Local Authority Delivery (Delivery)	Standards and Technical Support	Selection by title (some significant case file series within)

ESE	2002-2009	Enforcement and Local Authority Delivery (Delivery - Imports)	Local Authority enforcement responsibilities concerning Imported Food Controls	Selection by title
ESS	2008-2009	Enforcement and Local Authority Delivery (Strategy and Policy - Science and Strategy)	Enforcement Science and Research	Selection by title
EUS	2002-2009	EU and International	Co-ordination and strategic input on EU and international matters	Selection by title
EXP	2000-2007	Chemical Safety (Chemical Risk Assessment)	Exposure Assessment	Selection by title
FAC	2000-2002	Hygiene and Microbiology (Science)	Food Advisory Committee Secretariat	Series
FAR	2000-current	Chemical Safety (Food Allergy Branch)	Food Allergy and Intolerance Research Program	Series
FAS	2007-current	Scotland	Safety Policy and Regulation Development: Food and Feeds Hygiene Regulations, General Food Law, TSE, Micro Criteria Regulation, Addictives, Bottled Water, Fish	Selection by title
FCS	2000 only	Incidents and Food Fraud	Food Incidents	Selection by title
FDS	2000-2011	Hygiene and Microbiology (Strategy)	Foodborne Disease Strategy	Selection by title
FFA	2003-2009	Enforcement and Local Authority Delivery	Fighting Fund Applications	Series

FFS	2006-current	Enforcement and Local Authority Delivery (Incidents and Food Fraud)	Food Fraud, Diversity/race relations issues in Food Law Enforcement and Technical Support of Hygiene Regulations	Selection by title
FPM	2000-current	Meat Hygiene Service Finance	Management Accounting and Financial Operations	Series
FHP	2003-2010	Hygiene and Microbiology	Food Hygiene Policy	Selection by title
FIT	2000-2008	Incidents and Food Fraud	Food Contaminants Incidents (Case Files)	Series
FMM	2000-2009	Finance	Management Accounting and Financial Operations	Selection by title
FOP	2000-2004	Finance	Financial Operations	Selection by title
FPB	2000-current	Hygiene and Microbiology (Science)	Food Hazards, Hygiene advice to consumers, Microbiological Risk Assessment/Modelling, Scientific support to ACMSF	Selection by title
FSH	2004-current	Hygiene and Microbiology (Policy)	Hygiene Policy for fish/shellfish intended for human consumption (includes statutory monitoring programmes and related research, fish/shellfish hygiene issues, shellfish harvesting area classification)	Selection by title
FSP	2006-2008	Food Policy Group Directors Office	Business of Food Policy Group Directors Office	Selection by title
FST	2009-current	FSA in Scotland (Food and Feed Safety)	Scotland - EatSafe, CookSafe, HACCP	Selection by title

GEN	2002-2009	Hygiene and Microbiology	Internal administration files for branch	Series
GFH	2000-2010	Hygiene and Microbiology (Policy)	General Food Hygiene (including Butchers Shop Licensing, Temperature Controls, Food Industry guidance Guide to Good Hygiene Practice on HACCP). Egg products	Selection by title
GSD	2005-2009	Enforcement and Local Authority Delivery (Delivery)	HACCP Implementation	Selection by title
HAC	2004-2010	Enforcement and Local Authority Delivery (Delivery)	HACCP Policy	Selection by title
HRD	2005-2009	Human Resources	Human Resources Policies (Pay, Pensions, Terms and Conditions, Learning and Development)	Selection by title
IAC	2009-2010		Integrated Advice to Consumers	Selection by title
IFD	2004-2011	Enforcement and Local Authority Delivery (Delivery - Imports)	Local Authority enforcement responsibilities concerning Imported Food Controls	Selection by title
INF	2000-current	Legal Services (Investigations)	Investigations into alleged breaches of meat hygiene and food safety legislation	Series
IPA	2007-2010	Chemical Safety (Strategy and Policy)	Mycotoxins and Organic contaminants, Food contact materials, Incident prevention projects, Sudan 1 Review secretariat, Nitrates	Selection by title

IPB	2007-2011	Chemical Safety (Strategy and Policy)	Food Contact Materials Working Party, Process and inorganic contaminants, Incident prevention projects, inorganic contaminants	Selection by title
IPC	2000-2004	Chemical Safety	Environmental Protection Act 1990 Applications (Case Files)	Series
IPP	2007-2009	Chemical Safety (Strategy and Policy)	Incidents Prevention Projects	Selection by title
IRB	2002-2008	Incidents and Food Fraud	Incidents Response (Policy and Case)	Selection by title
ITS	2000-2010	IT	IT Helpdesk, System Administration, Procurement, Asset Management, Telecommunications, Remote Dial-In, IT Policy	Selection by title
KMS	2003-2011	Information and Knowledge Management	Knowledge and Records Management, Information Security	Selection by title
LCS	2005-2011	FSA in Scotland (Food and Feed Safety)	Scotland - Food Labelling, Food Safety (allergens, flavourings), Standards and Composition	Selection by title
LDQ	2000-currentN	Analysis and Research	Scientific Data Quality - Advice on chemical/microbiological analysis methods, Quality assurance procedures for laboratories	Series
LEG	2000-current	Legal Services	Legal Advice and Legislative Drafting	Selection by title

LIS	2000-2011	Information and Knowledge Management	Information Centre (Library and Information Services - Procurement of books, Online searches, Bibliographic Searches, Copyright Advice, FSA Helpline)	Selection by title
MAH	2003-2004	Enforcement and Local Authority Delivery (Incidents and Food Fraud)	COMAH (Control of Major Accident Hazards) (Case Files)	Series
MFI	2003-2006	Enforcement and Local Authority Delivery (Incidents and Food Fraud)	Meat Fraud Investigations	Series (possible)
MHA	2000-current	Hygiene and Microbiology (Policy)	Meat Hygiene and Veterinary Issues (including development and implementation of Meat Hygiene Policy (EU and Domestic), veterinary advice on safe production of meat and MHS governance. Also used for TSE issues from 2000-2004	Selection by title
MHB	2000-2004	Hygiene and Microbiology (Policy)	Meat Hygiene Appeals Tribunal Case Files	Series
MHC	2000-2008	Hygiene and Microbiology (Policy)	Meat Hygiene and Veterinary Issues (including development and implementation of Meat Hygiene Policy (EU and Domestic), veterinary advice on safe production of meat and MHS governance	Selection by title
MHF	2000-2009	Hygiene and Microbiology	Meat Plant Licensing Case Files (VMHA	Series

		(Policy)	Versions)	
MHP	2000-2010	Hygiene and Microbiology (Policy)	Meat Plant Licensing Case Files (FSA Versions)	Series
MKD	2000-2010	Enforcement and Local Authority Delivery (Delivery)	Food Chain Training Policy, Policy commission on farming/food. Task force on small food businesses	Selection by title
MLK	2000-2011	Hygiene and Microbiology (Policy)	Hygiene Policy on Dairy Products (including Specialist Cheesemakers Initiative, Dairy hygiene research, UK Dairies Database)	Selection by title
MPC	2005-2007	Chemical Safety	Policy and Scientific Advice concerning Mycotoxins and Process Contaminants, Nitrates	Selection by title
MPP	2000-2005	Hygiene and Microbiology (Policy)	Meat Hygiene and Veterinary Issues (including development and implementation of Meat Hygiene Policy (EU and Domestic). (This series specifically deals with white meat/meat products issues)	Selection by title
MSF	2004-current	Hygiene and Microbiology (Strategy)	Salmonella/Campylobacter poultry strategy, Emerging Zoonoses, Organic wastes, Vac/MAP food, Microcriteria. , Advisory Committee on Microbiological Safety of Food (ACMSF)	Selection by title

MTE	2003-current	Chemical Safety (Chemical Risk Assessment)	Research relating to exposure to mixtures of pesticides	Selection by title
NAD	2007-2011	FSA in Scotland (Dietary Health and External Affairs)	Scotland - Diet and Nutrition Science	Selection by title
NAT	2000-current	Chemical Safety (Food Allergy Branch)	Food Allergy and Intolerance Policy – including labelling ('May Contain'), awareness initiatives, information for non-prepacked foods	Selection by title
NFU	2000-current	Chemical Safety (Novel and GM Foods and Nanotechnology)	GM Labelling + Safety, Food Supplements, Novel Food Safety (Research and Policy)	Selection by title
NIC	2004-current	FSA in Northern Ireland	Northern Ireland Corporate Support Unit and Senior Management Team	Selection by title
NIF	2000-2004	FSA in Northern Ireland	Northern Ireland Policy and Legislation	Selection by title
NIL	2004-2005	FSA in Northern Ireland	Northern Ireland Policy and Legislation	Selection by title
NIM	2005-2007	FSA in Northern Ireland	Northern Ireland Management	Selection by title
NIP	2004-current	FSA in Northern Ireland	Northern Ireland Professional Unit (Audits, Quality Assurance, Licensing)	Selection by title
NTR	2000-2004	Chemical Safety (Chemical Risk Assessment)	Natural Toxicants Research	Series
OCR	2004-current	Enforcement and Local Authority Delivery (Strategy and Policy)	Co-ordination of application of EU Official Feed and Food Control Regulation and corresponding UK national control plan	Selection by title

OPM	2000-current	Meat Hygiene Service Operations	Operational activities relating to delivery of official controls	
PAU	2000-2009	Procurement	Procurement Policy and Advice	Selection by title
PAV	N/A	N/A	Unused prefix	None needed
PED	2000-2004	Human Resources	Human Resources Policies (Pay, Pensions, Terms and Conditions)	Selection by title
PEG	2000-2003	Chemical Safety (Chemical Risk Assessment)	Phytoestrogens Working Group	Series
PER	2002-2004	Chemical Safety (Chemical Risk Assessment)	Phytoestrogens Research	Series (possible)
PMD	2000 only	Strategy Division	Business Development Units	Selection by title
PPC	2000-2008	Chemical Safety	Integrated Pollution Prevention and Control Assessments	Series
PRO	2000-2005	Private Office	Private Office To Chair/Deputy Chair	Selection by title
PTA	2000-2009	Security and Estates	Security and Accommodation, Facilities Management	Selection by title
PDM	2000 - current	Meat Hygiene Service HR	HR Health and Safety	
PVM	2003-2010	Chemical Safety (Strategy and Policy)	Authorisation and monitoring of residues risk assessment of Pesticides, Veterinary Medicines and Biocides. Official Food and Feed Controls Regulation. Codex Committee on Pesticide Residues	Series
RAS	2000-current	Chemical Safety (Chemical Risk Assessment)	Toxicology Science and Research	Series

RCB	2000-current	Better Regulation and Sustainability	FSA Better Regulation Programme, including simplification programme, impact assessments and coordination of consultations	Selection by title
RCU	2000-current	Chief Scientists Team	Science Delivery, Communication, Strategy and Governance	Selection by title
RPU	2006-2011	Local Authority Audit and Liaison (Regional Presence)	FSA Regional Unit activity/business management LAAL Division	Selection by title
RSU	2000-current	Chemical Safety	Emergency/Continuity Planning, Radiological Standards, Monitoring and Incident Response. Food irradiation	Selection by title
SAF	2007-2010	FSA in Scotland (Dietary Health and External Affairs)	Scotland - Food Safety Science	Selection by title
SCB	2005-2010	FSA in Scotland (Dietary Health and External Affairs)	Scotland - European Issues, General Food Law, OFFC Regulation, CODEX, Cross-Cutting Issues, Emergency Planning, Consolidation of EU Legislation	Selection by title
SDG	2010-2011	Enforcement and Local Authority Liaison	Food Hygiene Rating Scheme - Early Adopters Grants	Series
SDU	2000-2006	Better Regulation and Sustainability	Strategic Planning	Series (possible)
SEC	2000-2005	Private Office (Board Secretariat)	FSA Board Secretariat	Selection by title

SFB	2005 only	FSA in Scotland (Corporate Support)	Scotland - Financial Records	Series
SGS	2005-2010	Enforcement and Local Authority Delivery (Delivery)	HACCP Implementation Case Files	Series
SHE	2010-2011	Scotland	Shellfish Hygiene and Monitoring	Selection by title
SHU	2010-2011	Scotland	Chemical and Radiological Contaminants Policy and Monitoring, Food Surveillance System, Imported Food, OFFC, Campylobacter Risk Management Programme	Selection by title
SPU	2006-2010	Strategy (Planning and Performance)	Strategic Planning, Horizon Scanning, Business Planning/Risk Management, Performance Management, Change Programme	Selection by title
SRC	2005-2011	Hygiene and Microbiology (Strategy) Hygiene and Microbiology (Science)	Microbiological research strategy and food surveillance. Shell eggs policy, UK Zoonoses report	Selection by title
SRG	2005-2008	Corporate Services Directors Office	Business of Corporate Services Directors Office	Selection by title
SSR	2007-2009	Analysis and Research	Social Science Research	Selection by title
STA	2006-2009	Analysis and Research	Statistical Analysis (single file)	None needed
TOX	2000-current	Chemical Safety (Chemical Risk Assessment)	Toxicity	Series

TSE	2004-2011	Hygiene and Microbiology	Food Safety Aspects of BSE and other Transmissible Spongiform Encephalopathies - TSE testing, Over Thirty Months Rule, Beef Assurance Scheme, Specified Risk Materials, TSE Research	Selection by title
VTM	2000-current	Meat Hygiene Service Veterinary and Technical Department	Veterinary and Technical	Selection by title
WAL	2000-current	FSA in Wales	Wales - all Records	Selection by title

Records Transferred to OGD in 2010

Series Prefix	Activity	Departmental Owner	Subject Covered
CPD	2000-current	Dept of Health	Promotion of Food to Children, Signpost Labelling, Nutrition Labelling and Dietetic Foods
FAE	2005-current	Defra	Food Authenticity Research Programme, Authenticity Surveillance Programme, Secretariat to Authenticity Methodology Working Group
LRM	2004-current	Defra	Food Labelling - legal requirements and regulations. EU food labelling review, Food labelling Action Plan. Marketing terms guidance. Country of Origin guidance. Vegetarian labelling
LSA	2000-2004	Defra	Food Labelling – legal requirements and regulations. EU food labelling review, Food labelling Action Plan. Marketing terms guidance. Country of Origin guidance. Vegetarian labelling
LSB	2000-current	Defra	EU and UK food law policy matters (including harmonisation). Choking hazards. Assurance schemes. Regulation and composition/technical standards. Secretariat for Codex Committee on Fats and Oils

LSC	2000-2005	Defra	EU and UK food law policy matters (including harmonisation). Choking hazards. Assurance schemes. Regulation and composition/technical standards. Secretariat for Codex Committee on Fats and Oils
LSD	2000-current	Defra	Labelling, composition and quality in EC and UK legislation. International standards. Organic food. Montreal Protocol. Special projects. sustainability in policy making. Sustainability in government and sustainability on the estate and operations
NUA	2000-current	Dept of Health	Diet and Nutrition Surveys. Nutrient composition of foods. Salt modelling and monitoring. Management of Total Diet Study to 2007
NUB	2000-current	Dept of Health	Policy and advice/education on diet and nutrition. Research on Food Acceptability and Choice and Food Choice inequalities. Nutrition support to website and salt campaign
NUC	2000-current	Dept of Health	Nutrition Research Programme. Obesity
NUD	2000-current	Dept of Health	Nutrition Strategy - working with industry, FSA lead on cross-government Food and Health Action Plan and White Paper
SAC	2000-current	Dept of Health	Secretariat to Scientific Advisory Committee on Nutrition