

**SMG 1270.222**

**FDA STAFF MANUAL GUIDES, VOLUME I - ORGANIZATIONS AND FUNCTIONS**

**FOOD AND DRUG ADMINISTRATION**

**OFFICE OF MEDICAL PRODUCTS AND TOBACCO**

**CENTER FOR DRUG EVALUATION AND RESEARCH**

**OFFICE OF STRATEGIC PROGRAMS**

**OFFICE OF BUSINESS INFORMATICS**

**DIVISION OF RECORDS MANAGEMENT**

Effective Date: 04/24/2013

**1. DIVISION OF RECORDS MANAGEMENT (DKKNTBD).**

- A. Manages CDER records management programs (paper and electronic).
- B. Provides data extraction and data entry for CDER's corporate databases.
- C. Provides data quality assurance, ensuring that data has been entered correctly and that business policies have been followed.
- D. Manages data migration, as legacy IT systems are integrated, replaced or updated.

**2. AUTHORITY AND EFFECTIVE DATE.**

The functional statements for this Division were approved by the Director, Center for Drug Evaluation and Research on April 24, 2013.

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Effective Date: April 24, 2013

The following is the Food and Drug Administration, Office of Medical Products and Tobacco, Center for Drug Evaluation and Research, Office of Strategic Programs, Office of Business Informatics, Division of Records Management organization structure depicting all the organizational structures reporting to the Director.

OFFICE OF THE DIRECTOR