Request for Records Disposition Authority
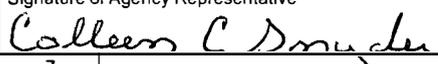
(See Instructions on reverse)

To National Archives and Records Administration (NIR)
Washington, DC 20408

1 From (Agency or establishment)

Department of Agriculture

2 Major Subdivision

Departmental Administration

3 Minor Subdivision

Office of Procurement and Property

4 Name of Person with whom to confer	5 Telephone (include area code)
Diana Avery	**202-720-1308**

6 **Agency Certification**

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached __2__ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies

[ ] is not required   [ ] is attached   [ ] has been requested

Signature of Agency Representative	Title	Date (mm/dd/yyyy)
Colleen C Snyder	**Senior Departmental Records Officer**	**9/24/09**

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	Departmental Administration **Record Group 16** **Center for Environmental Excellence (CEE)** **SEE ATTACHED**		

AGENCY: U.S. Department of Agriculture (USDA)
OFFICE: Departmental Administration, Office of Procurement and Property

NAME OF SYSTEM: Center for Environmental Excellence (CEE)

DESCRIPTION: CEE is a tool for the management of the U.S. Department of Agriculture Center for Environmental Excellence and records. CEE tracks information on USDA managed lands that have been adversely affected by hazardous materials and type of cleanups. Information is used to provide reports on the status of cleanups in affected areas

~~**Input**~~
~~Data entered into the system by USDA agency users which includes electronic and paper inputs consisting of site cleanup information including discharge of oil, release of hazardous substance, pollutants, and contaminants.~~

~~**Item 1: Hardcopy.**~~

> ~~Disposition. **TEMPORARY.** Destroy after the information has been converted to an electronic medium and verified, when no longer needed for legal or audit purposes.~~ **GRS 20, item 2(a)(4).**

~~**Item 2: Electronic copy.**~~

> ~~Disposition. **TEMPORARY.** Delete when data have been entered into the master file or database and verified, or when no longer needed to support reconstruction of, or serve as backup to, the master file or database, whichever is later.~~ **GRS 20, item 2(c).**

Item 3: Master File.
Data input includes USDA agency users, scheduling data, location, activity name, process activity, work performed and status of cleanup.

> DISPOSITION: **TEMPORARY.** Delete/destroy 3 years after current data is migrated to a new system and verified or after termination of the system.

~~**Item 4: Output**~~
~~This system provides users the ability to search and query for information through summaries which include data related to the total number of cleanups achieved by agency, total investigations, and annual reports.~~

> ~~Disposition. **TEMPORARY.** Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.~~
> **GRS 20, item 6**

~~**Item 5: System Documentation**~~

Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, final reports (regardless of medium) and other documentation relating to a master file, database or other electronic records.

Disposition. **TEMPORARY.** Destroy or delete upon authorized deletion of the related electronic records or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is later. **GRS 20, item 11(a)(1)**