

(See Instructions on reverse)

Job Number

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

Telephone (include area code)

Date

**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 \_\_\_\_\_ and that the records proposed for disposal on the attached \_\_\_\_\_ 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)

**Senior Departmental Records Officer**

**9/23/09**

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Superseded  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**

**Corporate Property Automated Information System**  
**(CPAIS)**  
**SEE ATTACHED**

**AGENCY:** U.S. Department of Agriculture (USDA)

**OFFICE:** Department Administration, Office of Procurement and Property

**NAME OF SYSTEM:** Corporate Property Automated Information System (CPAIS)

**DESCRIPTION:** CPAIS is a tool for the management of the U.S. Department of Agriculture procurement and property information and records. CPAIS is an online, web-based database management system used by the USDA employees to access property management information and source data integrated with the corporate financial management system.

**System Inputs**

~~Data entered into the system by the USDA agency users and electronic and paper inputs consisting of size, location, use, occupancy, financial data, cost, proposed, existing, and disposal real property.~~

**~~Item 1: Hardecopy.~~**

~~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, Electronic Records, 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, or serve as backup to, the master file or database, whichever is later. GRS 20, Electronic Records, item 2(e).~~

**Item 3: Master File**

Real property data input includes USDA agency users, GSA (STAR) month upload, and financial data. Asset records are entered and maintained by data stewards and financial data updates interfaced with the corporate financial system.

DISPOSITION. TEMPORARY. Cut off at the end of the calendar year. Delete/destroy 6 years after cutoff date or when no longer needed for administrative, legal, or audit purposes.

**~~Item 4: Outputs~~**

~~USDA Federal Real Property Profile data (EO 13327), reports both canned and ad hoc.~~

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

**Item 5: System Documentation**

~~Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium) 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, Electronic Records, item 11(a)(1).~~