

Request for Records Disposition Authority

(See Instructions on reverse)

Leave Blank (NARA Use Only)

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

Job Number

NI-016-10-2

Date Received

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

States

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 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

Date (mm/dd/yyyy)

C

9

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Superseded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

Radiation Safety Management System (RSMS)
SEE ATTACHED

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

OFFICE: Departmental Administration, Office of Procurement and Property

NAME OF SYSTEM: Radiation Safety Management System (RSMS)

DESCRIPTION: RSMS is a tool for the management of the U.S. Department of Agriculture radiation safety information and records. RSMS is an online, web-based database management system that is used by the USDA employees and the Radiation Safety Staff to manage information required by the Nuclear Regulatory Commission (NRC)

Input

Data entered into the system by the permit holder and forms such as the Radiation Worker Registration, RSS-10, the Application to Use Radiation Producing Sources, RSS-20, the Application for Radioactive Material Use, RSS-21, the Application to Use Nuclear Gauges, RSS-22, the Application to Use Electron Capture Detectors, RSS-23, the Application to Use Self-Shielded Irradiators, RSS-24, the Application to Use X-Ray Producing Equipment, RSS-25, and the X-Ray Producing Equipment Inventory Records, RSS-29

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

Item 3: Master File.

Data input includes USDA agency, permit holder name, location, city, state, type of radioactive material, and model serial number.

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

~~Item 4: Output~~

~~This system provides users the ability to search and query for information such as the Radioactive Material Inventory, Material Location, Leak Tests, Lab Surveys, Location Inspections, Permit Holders, Associate Users, Safety Training, and other reports~~

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)~~