

# 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**

Date Received

1 From (Agency or establishment)

**Department of Agriculture**

2 Major Subdivision

**Departmental Administration**

3 Minor Subdivision

**Office of Operations**

4 Name of Person with whom to confer

**Diana Avery**

Telephone (include area code)

**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

Title

Date (mm/dd/yyyy)

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Superseded  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**

**Washington Area Service Center (WASC)**  
**SEE ATTACHED**

**AGENCY:** U.S. Department of Agriculture (USDA)  
**OFFICE:** Departmental Administration, Office of Security Service

**NAME OF SYSTEM:** Washington Area Service Center (WASC)

**DESCRIPTION:** WASC is a tool for the management of the U.S. Department of Agriculture Washington Area Service center information and records. WASC utilizes the internet/intranet to allow operations clients to make service requests.

**Input**

~~Data entered into the system by the USDA user, and is linked to the parking and conference system.~~

**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 user, paper and electronic inputs consisting of name, location, service type, and contact information.

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 USDA employees, contractors with work assignments, reports both scanned 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).~~