

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-95-06-1	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 3-2-2006	
1. FROM (Agency or establishment) U.S. Department of Agriculture		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Forest Service			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Norm Cimon	5. TELEPHONE NUMBER 541-962-6551 541-910-5997	DATE 7/16/02	ARCHIVIST OF THE UNITED STATES Alla L. ...
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 needed now for the business for 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, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 4/27/06	SIGNATURE OF AGENCY REPRESENTATIVE <i>David N. ...</i>		TITLE Records Officer
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Hopkins U.S. System Index (HUSI) See attached sheets		
<i>SA 7/27/02 copies sent to Aget, NWMD, NUWE, NUWU, NWCT, NR</i>			

1. NAME OF SYSTEM: Hopkins U.S. System Index (HUSSI)

Applicability: Agency-wide

Description: The Hopkins U.S. System Index (HUSSI) was designed to document thousands of insect and damage specimens from forest or wood products mainly in the United States but also other locations including Canada, Mexico, South America, and Central America. The system was started by Dr. A. D. Hopkins about 1900 and contains over 160,000 entries. It continues through 1985.

The system documents locations, dates, taxonomy, insect and plant host association, other searches, measurements, or quantitative data, and other information in tabular or narrative form. The information in the dictionary describes fields abstracted from the Hopkins U.S. System records.

Information and data from this system is provided upon request by the Forest Service. Specimens related to the records are in collections at several USDA Forest Service installations, at the U.S. National Museum, Smithsonian Institution, Washington, DC and at several universities.

- a. Inputs.** Records gathered over a one-hundred year period by Forest Service and pre-Forest Service entomologists. Data on plants and insects received from field offices, museums, and universities.

PERMANENT. Retain until no longer needed, then transfer to the National Archives.

- b. Master File.** Database tables and narratives containing entomological data and observations.

PERMANENT. Copy data offline after the data entry is complete and transfer immediately to the National Archives in accordance with 36 CFR 1228.270.

- c. Outputs.** Query reports providing entomological records.

TEMPORARY. Destroy/Delete when no longer needed for agency business.

- d. Documentation.** Customer product catalog, DB2 Object Database and Dictionary, unnamed application used to check the validity of the entered records, standard Microsoft Access manuals, and security certification and risk assessment evaluation.

PERMANENT. Transfer to the National Archives along with the Master File (Item 1b) in accordance with 36 CFR 1228.270.