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| REQUEST FOR RECORDS DISPOSITION AUTHORITY | | JOB NUMBER <i>NI-114-08-3</i> | |
| TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001 | | Date received <i>6/23/08</i> | |
| 1. FROM (Agency or establishment) Natural Resource Conservation Service | | 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 Management Services Division | | | |
| 3. MINOR SUBDIVISION Records and Directives Management | | | |
| 4. NAME OF PERSON WITH WHOM TO CONFER Tamara Bruce | 5. TELEPHONE NUMBER 301-504-2166 | DATE <i>6/10/08</i> | ARCHI IST OF THE UNITED STATES <i>Alb. W. ...</i> |
| 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 type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested. | | | |
| DATE 6/23/2008 | SIGNATURE OF AGENCY REPRESENTATIVE <i>Tamara Bruce</i> | | TITLE Records Manager |
| 7 ITEM NO | 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
| | USDA Conservation Program Delivery (CPD) Description: The Conservation Program Delivery (CPD) investment supports the NRCS mission to provide technical and financial assistance to land owners and managers through five business areas of which CPD IT investment supports four: <ul style="list-style-type: none"> • Conservation Planning and Technical Consultation: Provide data, information, or technical expertise that helps people collect and analyze information to identify natural resource problems and opportunities, clarify their objectives, and formulate and evaluate alternatives • Conservation Implementation Help customers install on their land conservation practices and systems that meet established technical standards and specifications. • Natural Resource Technology Transfer. Develops, documents, and distributes a wide array of technology pertaining to resource assessment, conservation planning, and conservation system installation and evaluation. • Financial Assistance. Provide financial assistance to encourage the adoption of land treatment | | |

practices that have been proven to provide significant benefits to the public.

All applications under the CPD investment fall under the same NRCS System of Records Notification (SORN), follow the same System Categorization applied to the investment, fall under the same Service Level Agreements (SLA) with eAuthentication, OCIO-ITS, and the Web Farm/Hosting group, follow the same NRCS Configuration Management and Change Control process, follow the same NRCS System Development Life Cycle (SDLC) process, and fall under the CPD IT Contingency and Disaster Recovery plan.

Applicability: Agency-wide

Specific Restrictions: None. Confidentiality is not a concern for the system as it contains information intended for dissemination to the public.

Vital Record: Yes

Inputs.

1.

- General customer information that provide means for contacting the customer, and basic demographic information for monitoring completeness of coverage in the delivery of agency conservation programs
- Data imported from the multi-agency Shared Customer Identity Database (SCIMS) and Customer Service Toolkit (CST) It also utilizes information from the Performance and Results System (PRS), Foundation Financial Information System (FFIS), Web Based Total Cost Accounting System (WebTCAS), SOILS and eventually from the Program Operations Information Tracking System (POINTS) and Conservation Management Guides (CMGs)
- A WebsiteBuilder authenticates into the eDirectives system through a very specific web URL for authoring content.
<https://WebsiteBuilder.sc.egov.usda.gov>
(protected by eAuth and must have the proper role in IAS Roles)
- Affiliate Data (non-employee)
(a) Affiliates include contractors, vendors and partners

*GRS 20
Item 2*

TEMPORARY. Destroy/Delete after the data has been transferred to the master file and verified

2.

Master File.

- NRCS uses a Collaborative Software

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| 3. | <p>Development Laboratory (CoLab) as the repository for all documentation and source code for application development Detailed documentation for all applications are stored within Colab and available at the following URL http://colab.sc.egov.usda.gov</p> <p>TEMPORARY Destroy when 10 years old</p> <p>Outputs.</p> <ul style="list-style-type: none"> • Ad hoc web-based reports accessed through the Meteor WWW/FTP server • Directives displayed on the production site (http://nrsc.usda.gov/directives) • Engineering Reports <p>TEMPORARY Delete/Destroy when no longer needed for agency business</p> | GRS 20, Item 16 | |
| 4 | <p>System Documentation.</p> <ul style="list-style-type: none"> • USDA C&A Condensed Guide • USDA Directive DM 3565-001, Annual Security Plan Guide for IT Systems <p>TEMPORARY Delete/Destroy when system becomes obsolete, superseded, or no longer needed</p> | GRS 20, Item 11 | |