

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-136-05-2</i>	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>9/26/05</i>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Agricultural Marketing Service (AMS)			
3. MINOR SUBDIVISION Fruit & Vegetable Program			
4. NAME OF PERSON WITH WHOM TO CONFER Janice Boteler, Janice.Boteler@usda.gov	5. TELEPHONE NUMBER 202 720-0566	DATE <i>9/11/06</i>	ARCHIVIST OF THE UNITED STATES <i>MLC [Signature]</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 <i>9/20/05</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Janice Boteler</i>		TITLE AMS Records Management Officer
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	U.S. Department of Agriculture Agricultural Marketing Service Record Group 136 Electronic Information System – F&CC (see attached). PRIOR APPROVAL BY NARA – AMS Unique Records Schedule Fruit and Vegetable Program, Record Series 7000 was previously approved by NARA (see attached).		
<i>cc Agency NR NWMB NWM E NWMW NWCT</i>			

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
7000	<p>Name of electronic database system: Food and Commodity Connection (F&CC) Web Site.</p> <p>Agency program or unit supported by the system: USDA, AMS, Fruit and Vegetable Program, Food Quality Assurance Program</p> <p>Purpose of the system: The purpose of F&CC is to provide information to assist in the procurement of food by institutional food buyers.</p> <p>Disposition: The disposition instructions apply to records regardless of physical form or characteristics. Records may be maintained in any format on any medium. These records are media-neutral.</p> <p>Dispose of paper and electronic records in accordance with AMS Unique Records Schedule Fruit and Vegetable Program.</p>		
Inputs 1	<p>Electronic inputs consisting of contact information, company, plant, warehouse, and product data.</p> <p>Disposition: Delete after the necessary data have been incorporated into a master file.</p>	GRS-20-Item-2b.	
Master file 1	<p>Processor, Distributor, Broker, Association, and Consumer contact information; company, plant and warehouse addresses and point of contacts; product nutritional data, ingredients, and packaging information. One database record is created for each registered user. The primary keys are first name, last name, and e-mail.</p> <p>Disposition: Data/Information is deleted when superceded.</p>		
Outputs 1	<p>Includes but not limited to nutritional data, ingredients, packaging, etc.</p> <p>Disposition: Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operations purposes.</p>	GRS-20-Item-3b	
System Documentation 1	<p>Data dictionary, Entity relationship diagram, and system requirement and design documents. (These are currently in development.)</p> <p>Disposition: Destroy or delete when superseded or obsolete.</p>	GRS-20-Item-11a.	
2	<p>Electronic Mail and Word Processing Records</p> <p>Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by this item. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revising, or disseminating.</p> <p>a. Copies of records covered by above items that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to procure the recordkeeping copy.</p> <p>TEMPORARY: Destroy/delete within 180 days after the recordkeeping copy has been produced.</p> <p>b. Copies used for disseminating, revising, or updating that are maintained in addition to recordkeeping copy.</p> <p>TEMPORARY: Destroy/delete when disseminating, revising, or updating is completed.</p>	<p>GRS-20, Items 13 and 14</p> <p>GRS-20, Items 13, and 14</p>	