

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-136-05-3</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>9/20/05</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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>10/12/06</i>	ARCHIVIST OF THE UNITED STATES <i>Alle Warriner</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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 – FEIRS (see attached). PRIOR APPROVAL BY NARA – AMS Unique Records Schedule Fruit and Vegetable Program, Record Series 7000 was previously approved by NARA (see attached).		

10/12/06 Copies sent to Agency, NARA, NARA, NARA

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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: Fresh Electronic Inspection Resource/Reporting System (FEIRS)</p> <p>Agency program or unit supported by the system: USDA, AMS, Fruit and Vegetable Program</p> <p>Purpose of the system: FEIRS is the Fresh Products Branch's (FPB) automated data entry and record keeping inspection system which replaced the Branch's manual paper and pen inspection process. FEIRS allows FPB fruit and vegetable inspectors to issue electronic certificates ensuring accurate, uniform and legible results. FPB maintains certificates electronically for three years and makes them available to financially interested parties. FEIRS provides a myriad of inspection data reports which are used by FPB management and the fruit and vegetable industry.</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>Continue to dispose of paper records in accordance with AMS Unique Records Schedule Fruit and Vegetable Program</p>		
Inputs 1	<p>Electronic data collection of standard inspection forms FV-187, FV-205, FV-207, FV-300, and FV-301</p> <p>Disposition: Cut off at end of fiscal year. Destroy/Delete 3 years after cut off.</p>	7230a,b,c	NC1 136-80-1 Item 24, NN-168-113 Item 2a, NN-168-113, Item 1
Master file 1	<p>Fresh fruit and vegetable inspection data</p> <p>Disposition: Cut off at end of fiscal year. Delete 3 years after cut off.</p>	7230a,b,c	NC1 136-80-1 Item 24, NN-168-113 Item 2a, NN-168-113, Item 1
Outputs 1	<p>Certificates and reports. Electronic certificates will be the recordkeeping copy. Data file for import into an SQL database.</p> <p>Disposition: Cut off at end of fiscal year. Delete/Destroy 3 years after cut off.</p>	7230a,b,c	NC1 136-80-1 Item 24, NN-168-113 Item 2a, NN-168-113, Item 1
System Documentation 1	<p>User Manuals and technical documentation, and commodity manuals</p> <p>Disposition: Destroy or delete when superseded or obsolete.</p>	New	