

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NI-136-05-4</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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, <a href="mailto:Janice.Boteler@usda.gov">Janice.Boteler@usda.gov</a>	5. TELEPHONE NUMBER 202 720-0566	DATE <i>9/20/06</i>	ARCHIVIST OF THE UNITED STATES <i>Allen Lakowski</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 GRS OR SUPERSEDED JOB CITATION	10.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 – BIIS (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 DR NUMIX</i>		

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7000	<p><b>Name of electronic database system:</b> Billing and Inspection Information System (BIIS)</p> <p><b>Agency program or unit supported by the system:</b> USDA, AMS, Fruit and Vegetable Programs, Processed Products Branch (PPB).</p> <p><b>Purpose of the system:</b> PPB provides grading and inspection services for processed fruits and vegetables and other related products for industry applicants. BIIS allows PPB area offices to enter inspection information and prepare billing documents on the AMS intranet to a centralized billing database. BIIS provides inspection data for analysis and generates billing documents for transmission to the National Finance Center (NFC) in New Orleans, Louisiana. Each PPB billing office is responsible for inputting inspection and billing information into the system. Using Windows SQL Server 2000 data transmission system, summary billing information is transmitted to NFC. NFC issues bills to the applicants from this summary data and collects the funds from the applicants. NFC applies the funds to PPB's account.</p> <p><b>Electronic Mail and Word Processing System Copies:</b> Electronic copies of records that are created and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also, includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.</p> <p>1. Copies 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 produce the recordkeeping copy.</p> <p>Destroy/delete within 180 days after the recordkeeping copy has been produced</p> <p>2. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.</p> <p>Destroy/delete when dissemination, revision, or updating is completed.</p> <p><b>Disposition:</b> 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 Programs.</p>		

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Inputs 1	<p>Input information is contained on several documents including billing worksheets, score sheets, and certificates of quality and condition. The type of information includes:</p> <p><b><u>Applicant Information</u></b> Account numbers, applicant name and address, applicant contacts, and their phone numbers.</p> <p><b><u>Product &amp; Service Information</u></b> Various inspection reports containing product, the amount inspected, and the inspection results</p> <p><b><u>Inspection Hourly Information</u></b> Various inspection reports containing the number of inspection or service hours.</p> <p>Disposition: <b>Temporary</b>: Destroy 6 years 3 months after the involved transaction is completed.</p>	New	
Master file 1	<p><b><u>BIIS Database</u></b> The BIIS database contains PPB billing and inspection information.</p> <p>Disposition: <b>Temporary</b>: Destroy/Delete 6 years 3 months after the involved transaction is completed.</p>	New	
Outputs 1	<p>BIIS provides several preformatted reports on demand. The data for each report reside in the BIIS master database. The reports may be viewed on-line or saved in an Adobe Acrobat file (.PDF) for later use or printing. These miscellaneous reports include:</p> <p><b><u>Applicant Summary</u></b>: Prints an address book of active applicants.  <b><u>Billing Summary</u></b>: Reports billing information by month by program code.  <b><u>Document Ledger</u></b>: Reports all field office documents in numeric order.  <b><u>Fed/State Report</u></b>: Reports billing category totals for the AZ State Agreement by month.  <b><u>Plant Inspection System (PLIS)</u></b>: Reports status of plants and plant survey information.  <b><u>Program Code Summary</u></b>: Reports field office billing charges by program code.  <b><u>In-Plant Review</u></b>: Reports inspector hours and product information for a field office.  <b><u>Pending Applications</u></b>: Reports PPB applications that have not been billed.  <b><u>Bi-Weekly Review</u></b>: Reports the total billing charges for a billing office (management report).</p> <p>Disposition: Destroy when superseded or no longer needed for administrative use.</p>	New	
2	<p><b><u>Itemized Billing Statements</u></b> The statements provide the applicant with the PPB charges for service. Statements are mailed directly to the applicant and provide the basis for the NFC monthly billing statement.</p> <p>Disposition: Delete after 6 years, 3 months.</p>	New	

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<p align="center"><b>System Documentation</b> 1</p>	<p><b><u>BIIS Documentation, User Manual, Program Code, and VISIO Diagram and Data Dictionary:</u></b> Consists of all documentation required for use and support of the system. User manual describing functions of BIIS and technical documentation of the system.</p> <p>Disposition: Destroy or delete when superseded or obsolete.</p>	<p align="center">New</p>	