

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-136-05-5</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Cotton Program			
4. NAME OF PERSON WITH WHOM TO CONFER Janice Boteler, <i>Janice.Boteler@usda.gov</i>	5. TELEPHONE NUMBER 202 720-0566	DATE <i>9/20/05</i>	ARCHIVIST OF THE UNITED STATES <i>Allen 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 <u>2</u> 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 GRS OR SUPERSEDED JOB CITATION	10.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 – CERS (see attached). PRIOR APPROVAL BY NARA – AMS Unique Records Schedule Cotton Program, Record Series 6250 was previously approved by NARA (see attached).		
<i>all Agency NR numbers</i>			

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	<p>Name of electronic database system: Cotton Electronic Recording System (CERS)</p> <p>Agency program or unit supported by the system: USDA, AMS, Cotton Program. Authorities are the Cotton Estimates and Statistics Act and the Cotton Futures Act.</p> <p>Description of the system: USDA's Agricultural Marketing Service (AMS) Cotton Program maintains a National Database (NDB) in Memphis, Tennessee for owner access to cotton classification data. The NDB is a computerized telecommunications system which allows owners or authorized agents of owners to retrieve classing data from the current crop and/or the previous four crops. The National Database is a batch processing system. The NDB stores classing information from all AMS cotton classing facilities.</p> <p>Upon an approved and authorized request, customers receive a datafile with fixed length fields that can then be parsed by the most programs for upload into the customer's system.</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.</p>		
<p>Inputs 1</p>	<p>Data Inputs for the National Database consist of the following sources:</p> <p>Uste High Volume Instrument (HVI) Data – The system receives classification data on cotton (e.g. Micronaire, strength, length, color, misc. measurements, etc.) from over 250 HVI machines. Classer Terminals – Cotton Program classers enter classification data (e.g. leaf, extraneous matter, etc.) for all cotton samples. CERS Customers (Gins, Agents, Warehouses, Merchants, Mills, etc.) – Customers provide registration information and can connect to the CERS and upload requesting information for Module Averaging, Futures warehouse bale information and National Database bale request files. Users must also be registered and have identity codes and passwords which are entered here.</p> <p>Disposition: Destroy/Delete upon verification of accurate input data and when no longer needed for business operations.</p>	<p>6270 (New) 6370(New) 6410 (New)</p>	
<p>Master file 1</p>	<p>Classing Offices – Each of the twelve Classing Offices maintains a database for their particular office. The database stores all the classification data for the current crop year. Older crop years are retained in separate crop year folders for historical/statistical purposes.</p> <p>Disposition: Cut-off classification data at the end of (calendar/fiscal year) and retain in crop-year section of database. Destroy/delete 5 years after cut-off.</p>	<p>6270 (New) 6370(New)</p>	

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2	<p>National Database – The National Database (NDB) stores the official classification data received from all twelve Classing Offices. The NDB allows subsequent owners of a bale of cotton to access its classification information. Each crop year's data is maintained in a different table. All Form 1 Classing Office data is available from the NDB. The NDB stores data by gin code and gin bale number (e.g. Permanent Bale Identifier or PBI) for the current crop year and previous four crop years. Two types of requests can be made from the NDB. The first request is for data only and the second request is for a Form R.</p> <p>Disposition: Cut-off classification data at the end of (calendar/fiscal year) and retain in crop-year section of database. Destroy/delete 10 years after cut-off.</p>	6270 (New) 6370(New)	
3	<p>Quality Assurance – The Quality Assurance (QA) database contains Level Assessment classification information that is used to ensure each of the twelve Classing Offices maintain the correct level for all quality factors. Each Classing Office randomly selects approximately a 1% sampling of all bales classed to be sent to QA for comparison purposes. The database stores all the QA classification data for the current crop year. Older crop years are retained in separate crop year folders for historical/statistical purposes.</p> <p>Disposition: Cut-off classification data at the end of (calendar/fiscal year) and retain in crop-year section of database. Destroy/delete 5 years after cut-off.</p>	6270 (New) 6370(New) 6410 (New)	
4	<p>Futures – The Quality Assurance server includes a database that contains Futures Certificated Stock classification data. The Futures database maintains 18 months of classification data at all times. Older data is retained in separate tables for historical/statistical purposes.</p> <p>Disposition: Cut-off classification data one-half year after the end of (calendar/fiscal year) and retain in crop-year section of database. Destroy/delete 3 years after cut-off.</p>	6270 (New)	
Outputs	<p>Data Outputs for the national Database consist of the following reports and forms:</p> <p>Various Customer Reports – Various customer reports on quality classing information, and GIN summaries, etc. are generated from the database and received by the appropriate customers. Various Internal Reports – Various historical and statistical reports are generated for internal use. Official Forms and/or Reports – Various official forms and reports can be generated by the CERS. The reports include billing, CN331, CN2, Form R, Form A Rewrites, Form A/D, etc. CERS Customers (Gins, Agents, Warehouses, Merchants, Mills, etc.) – Customers/authorized users can connect to the CERS and download classification information.</p> <p>Disposition: Physical reports are used internally and official data is maintained in the database according to the dispositions of the appropriate master file. Destroy/Delete when no longer needed for administrative purposes.</p>)	
System Documentation	<p>System documentation consist of the following manuals, plans and reports:</p> <p>NonStop Technical Library – HP library of all NonStop server system documentation. The documentation includes configuration, programming, setup, installation, database, manuals, etc. CERS Operation Manuals – The Cotton Program's IT Staff maintains a set of operation manuals for the CERS server. The manuals contain detailed information concerning the execution of internally developed software. ServerNet Installation Service Reports – Each one of the fifteen CERS NonStop servers has a detailed configuration manual. This service report manual contains CPU, memory, disk drives, Ethernet, controllers, SCSI controller, etc.- information that is unique to each system Security Report and Contingency Plan – An official Security report and Contingency Plan is on file with AMS for the CERS.</p> <p>Disposition: Destroy or delete when database is superseded or obsolete.</p>	New	