INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-136-05-006

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

N1-136-10-002 and DAA-GRS-2016-0016-0002 supersede all items.
**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

<table>
<thead>
<tr>
<th>JOB NUMBER</th>
<th>N1-136-05-60</th>
</tr>
</thead>
</table>

**To:** NATIONAL ARCHIVES & RECORDS ADMINISTRATION  
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001

1. **FROM (Agency or establishment)** U.S. Department of Agriculture

2. **MAJOR SUBDIVISION** Agricultural Marketing Service (AMS)

3. **MINOR SUBDIVISION** Science & Technology Program

4. **NAME OF PERSON WITH WHOM TO CONFER**  
Janice Boteler,  
Janice.Boteler@usda.gov

5. **TELEPHONE NUMBER**  
202 720-0566

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,

- ☐ is not required  
- ☐ is attached; or  
- ☐ has been requested.

**DATE** 9/20/05  
**SIGNATURE OF AGENCY REPRESENTATIVE** Janice Boteler  
**TITLE** AMS Records Management Officer

7. **ITEM NO.**

<table>
<thead>
<tr>
<th>8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</th>
</tr>
</thead>
</table>

- U.S. Department of Agriculture  
- Agricultural Marketing Service  
- Record Group 136  
- Electronic Information System – RDE (see attached).

PRIOR APPROVAL BY NARA – AMS Unique Records Schedule Science and Technology Program (old name Science Division), Record Series 8000 was previously approved by NARA (see attached).  

**DATE ARCHIVIST OF THE UNITED STATES**  
5/7/06  
**ARCHIVIST** Allen C. Brownstein

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**STANDARD FORM 115 (REV. 3-91)**  
Prescribed by NARA 36 CFR 1228

115-109

PREVIOUS EDITION NOT USABLE
### Description of Item and Proposed Disposition

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Name of electronic database system:</th>
<th>Agency program or unit supported by the system:</th>
<th>Purpose of the system:</th>
</tr>
</thead>
<tbody>
<tr>
<td>8000</td>
<td>PDP/MDP Remote Data Entry (RDE)</td>
<td>USDA, AMS, Science and Technology Program, Monitoring Programs Office (MPO)</td>
<td>The Pesticide Data Program (PDP) and Microbiological Data Program (MDP) collect, analyze, and report on pesticide residues and food-borne pathogens found on selected agricultural commodities. The RDE system is a Web-based application that allows 23 participating PDP and MDP laboratories to enter and submit data on these residues and pathogens into a centralized database for validation and reporting. The RDE system provides for up to three reviewer sign-offs for each analytical set, by the analyst, the laboratory supervisor, and the lab quality assurance officer. At PDP and MDP headquarters, staff scientists review the data and approve submission to the PDP and MDP databases.</td>
</tr>
</tbody>
</table>

#### 1. Inputs

- **Sample Information Forms (SIFs)** which are completed by sample collectors and contain product identification and origin data.
- Analytical results and quality assurance (QA) recoveries which are attached to analytical data sets (groups), and entered into the RDE system from the raw or derived data produced by analytical instruments; completed data sets; and authorizations.

**Disposition:** Cut off at the end of the month. Destroy/delete 1 month after cutoff.

#### 1. b. Master File

- Program data on pesticide residues and food-borne pathogens on agricultural products, including product information for each agricultural sample collected, analytical results, QA recoveries/findings, and group-level information for each sample set.

**Disposition:** Cut off after reconciliation. Destroy/delete 2 years after cutoff.

#### 1. c. Outputs

- SIF, Laboratory Information Form (LIF), and QA Information Form reports that are included in a standardized data package.
- Disposition: Cut off data packages at the end of the calendar year. Transfer to a Federal Records Center 2 years after cutoff. Destroy/delete 25 years after cutoff.

**Disposition:** Cut off after reconciliation. Destroy/delete 2 years after cutoff.

#### 1. d. System Documentation


**Disposition:** Destroy/delete when superseded or obsolete.
<table>
<thead>
<tr>
<th>7. ITEM NO.</th>
<th>8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</th>
<th>9. GRS OR SUPERSEDED JOB CITATION</th>
<th>10. ACTION TAKEN (NARA USE ONLY)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Item 2</strong></td>
<td><strong>Electronic mail and word processing records:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>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 the items above. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revising, and disseminating.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>2. a.</strong></td>
<td>Copies of records that have no further administrative value after the recordkeeping copy is made. This includes copies maintained by individuals in personnel 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 copies. Disposition: Destroy/delete within 180 days after the recordkeeping copy has been produced.</td>
<td></td>
<td><strong>New</strong></td>
</tr>
<tr>
<td><strong>2. b.</strong></td>
<td>Copies used for disseminating, revising, or updating that are maintained in addition to recordkeeping copy. Disposition: Destroy/delete when disseminating, revising, or updating is completed</td>
<td></td>
<td><strong>New</strong></td>
</tr>
</tbody>
</table>