

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-136-05-6</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Science & Technology Program			
4. NAME OF PERSON WITH WHOM TO CONFER Janice Boteler, Janice.Boteler@usda.gov	5. TELEPHONE NUMBER 202 720-0566	DATE <i>5/07/06</i>	ARCHIVIST OF THE UNITED STATES <i>Allen Wainoben</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 checked="" 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 GRS OR SUPERSEDED JOB CITATION	10.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 – 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). <i>cc Agency NR NWMW</i>		

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8000 Item 1	<p>Name of electronic database system: PDP/MDP Remote Data Entry (RDE)</p> <p>Agency program or unit supported by the system: USDA, AMS, Science and Technology Program, Monitoring Programs Office (MPO)</p> <p>Purpose of the system: 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.</p>		
1. a. Inputs	<p>Sample Information Forms (SIFs) which are completed by sample collectors and contain product identification and origin data.</p> <p>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.</p> <p>Disposition: Cut off at the end of the month. Destroy/delete 1 month after cutoff.</p>	N1 136-94-1 Item 1b 8110b	
1. b. 1. Master File	<p>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.</p> <p>Disposition: Cut off after reconciliation. Destroy/delete 2 years after cutoff.</p>	N1 136-94-1 Item 1b 8110b	
1. b. 2. Master File	<p>Audit trail tables.</p> <p>Disposition: Cut off at the end of the calendar year. Delete 10 years after cutoff.</p>	New	
1. c. 1. Outputs	<p>SIF, Laboratory Information Form (LIF), and QA Information Form reports that are included in a standardized data package.</p> <p>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.</p>	N1 136-94-1 Item 1b 8110b	
1. c. 2. Outputs	<p>Approved data sets that are copied into the PDP or MDP database.</p> <p>Disposition: Cut off after reconciliation. Destroy/delete 2 years after cutoff.</p>	N1 136-94-1 Item 1b 8110b	
1. d. System Documentation	<p>User Guide, Data Interchange Specification document, Database Schema, System Overview document, and Data Flow document.</p> <p>Disposition: Destroy/delete when superseded or obsolete.</p>	New	

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Item 2	<p>Electronic mail and word processing records: 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.</p>		
2. a.	<p>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.</p> <p>Disposition: Destroy/delete within 180 days after the recordkeeping copy has been produced.</p>	New	
2. b.	<p>Copies used for disseminating, revising, or updating that are maintained in addition to recordkeeping copy.</p> <p>Disposition: Destroy/delete when disseminating, revising, or updating is completed</p>	New	