

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NI-136-05-7</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) <b>U S Department of Agriculture</b>		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 <b>Agricultural Marketing Service (AMS)</b>			
3 MINOR SUBDIVISION <b>Science &amp; Technology Program</b>			
4 NAME OF PERSON WITH WHOM TO CONFER <i>Janice Boteler, Janice Boteler@usda.gov</i>	5 TELEPHONE NUMBER <i>202 720-0566</i>	DATE <i>5/29/06</i>	ARCHIVIST OF THE UNITED STATES <i>Allen Weinstein</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 <b>AMS Records Management Officer</b>
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<b>U S Department of Agriculture Agricultural Marketing Service Record Group 136</b>  <b>Electronic Information System – PDP (see attached)</b>  <b>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)</b>  <i>cc Agency, NR, NARA</i>		

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
8000 Item 1	<p><b>Name of electronic database system:</b> Pesticide Data Program (PDP) Database</p> <p><b>Agency program or unit supported by the system:</b> USDA, AMS, Science and Technology Program, Monitoring Program Office (MPO)</p> <p><b>Purpose of the system:</b> The PDP Database provides a central repository for data on pesticide residues on agricultural products collected from ten states representing about 50 percent of the US population. Laboratories analyze the samples and submit completed data sets (groups) to the PDP/MDP Remote Data Entry (RDE) System for review and acceptance by MPO staff scientists. Approved data sets are copied from the RDE system database into the PDP Database. Program data are maintained in a separate PDP database for each calendar year. After all data for a given calendar year are received and reconciled, a PDP Annual Summary report is published and distributed in bound hardcopy, and an electronic version is made available on the PDP Website. Subsets of the PDP calendar-year databases are also available for download from the PDP Website.</p>		
1 a Inputs	<p>Approved data sets copied from the PDP/MDP Remote Data Entry (RDE) System database after review and authorization</p> <p>Disposition: Cut off after reconciliation. Destroy/delete 2 years after cutoff.</p>	N1 136-94-1 Item 1b 8110b	
1 b Master File	<p>Product information, residue findings, and process control recoveries for each sample analyzed, along with quality assurance/control recoveries for each set of samples</p> <p>Disposition: PERMANENT. Cut off after annual reconciliation at the end of the calendar year. Transfer to the National Archives after cutoff in accordance with 36 CFR 1228.270.</p>	N1 136-94-1 Item 1b 8110b	
<del>1 c 1</del> Outputs	<p><del>PDP Annual Summary report.</del></p> <p><del>Disposition: PERMANENT. Transfer a copy to the National Archives and Records Administration annually after report has been produced, in accordance with NARA pdf transfer instructions.</del></p>	<del>New</del>	<p><i>Per program off system reports are not outputs. This report scheduled.</i></p>
1 c 2 Outputs	<p>Ad hoc reports and customized datasets produced for EPA, other Federal and State agencies, grower groups, chemical manufacturers, and universities</p> <p>Disposition: Delete after information has been verified and sent.</p>	N1 136-94-1 Item 1b 8110b	<p><i>Under N1-136-10-02 10/19/11 rbt</i></p>
1 c 3 Outputs	<p>Subsets of the PDP calendar-year databases available for downloading from the PDP Website containing some of the sampling data, all reported residue findings, and reference lists for interpreting codes</p> <p>Disposition: Cut off at the end of the calendar year. Delete 25 years after cutoff.</p>	N1 136-94-1 Item 1b 8110b	
1 d System Documentation	<p>PDP Database Management overview document, PDP Data Dictionary, PDP Data Table Relationship diagram, and PDP Data Life Cycle diagram</p> <p>Disposition: PERMANENT. Transfer to the National Archives along with the master file.</p>	New	

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Item 2	<p><b>Electronic mail and word processing records:</b>            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	