

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>11-136-06-1</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Poultry Program			
4. NAME OF PERSON WITH WHOM TO CONFER Janice Boteler, Janice.Boteler@usda.gov	5. TELEPHONE NUMBER 202 720-0566	DATE <i>1/22/07</i>	ARCHIVIST OF THE UNITED STATES <i>John Wametz</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 GRS OR SUPERSEDED JOB CITATION	10.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 – PGIS (see attached). PRIOR APPROVAL BY NARA – AMS Unique Records Schedule Poultry Program, Record Series 7500 was previously approved by NARA (see attached).		

8/11/07 Copies sent to Agency, NARA, NR

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	<p>Name of electronic database system: Poultry Grading Information System (PGIS)</p> <p>Agency program or unit supported by the system: USDA, AMS, Poultry Program, Grading Branch</p> <p>Purpose of the system:</p> <p>USDA and State employees' time and expenses are recorded in PGIS along with plant volume information. This information is used to create the employee's payroll record. The expenses can be used to generate an expense report for employee reimbursement. Product volumes are used to monitor and manage the program. The time, expenses, and volume are also used to create bills to plants for services rendered for grading, inspecting and auditing poultry products. Bills are created once a month and provide overall charges as well as detail pages with cost breakdowns. Payments are recorded in the system and are automatically applied against any outstanding principal and interest charges on bills.</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. These records are media-neutral.</p> <p>Dispose of paper and electronic records in accordance with AMS Unique Records Schedule Livestock and Seed Program.</p>		
Inputs 1	Paper PY-101 (Work Report), PY 100 (Plant Graders), PY 101E (Expense Report), Paper PY 240P and Paper PY 240S (Volume Reports), and/or other similar official record.		
	Disposition: Destroy/Delete in accordance to N1-136-83-2 (6 years 3 months) after input and verification.		
Master file 2	Contains such information as daily time log tables, grading information, expense tables, time and annual leave for payroll, volume information, expense tables for grading and inspection services of poultry plants, bills for collection and payment logs.		
	Disposition: Cut off at end of fiscal year. Delete/Destroy after 6 years 3 months after fiscal year.		
Outputs 3	Ad Hoc Employee time and attendance reports, and other ad hoc reports. Disposition: Delete/Destroy when no longer needed for business operations.	GRS 20/5	
	Signed copies of employee time and attendance reports Disposition: Cutoff at end of fiscal year. Destroy/Delete after GAO audit or 6 years 3 months after cut off, which ever is sooner.	GRS 2, item 8	
	Bills with billing details. May include yearly reports for grading services and plant volume information for individual plants. Disposition: Cut off at the end of fiscal year. Destroy/Delete 6 years/3 months after cut off.	GRS-6, item 4	
System Documentation 4	User manuals Disposition: Destroy/Delete when superseded or obsolete.	GRS-20, Item 14	

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Electronic Mail and Word Processing Records	Electronic copies of records created on electronic mail and word processing systems and are 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>a. Copies of records covered by the above records that have no further Administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personnel files, personal electronic mail directories, or other personal directories on hard disk or network drives that are used only to produce the recordkeeping copies.</p> <p>Disposition: TEMPORARY</p> <p>Destroy/delete within 180 days after the recordkeeping copy has been produced.</p>	GRS-20/Item 13/14	
	<p>b. Copies used for disseminating, revising, or updating that are main-Tained in addition to recordkeeping copies.</p> <p>Disposition: TEMPORARY</p> <p>Destroy/delete when disseminating, revising, or updating is complete.</p>	GRS-20/Item 13/14	