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| REQUEST FOR RECORDS DISPOSITION AUTHORITY | | JOB NUMBER <i>NI-136-06-2</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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>8/14/06</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 _____ 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 GRS OR SUPERSEDED JOB CITATION | 10.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 – SESIS (see attached). PRIOR APPROVAL BY NARA – AMS Unique Records Schedule Poultry Program, Record Series 7500 was previously approved by NARA (see attached). <i>celegney, NR, NWMD, NWMD</i> | | |

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| 7500 | <p>Name of electronic system: Shell Egg Surveillance Information System (SEGIS)</p> <p>Agency program or unit supported by the system: USDA, AMS, Poultry Program. The authority is the Egg Products Inspection Act (EPIA).</p> <p>Purpose of the system: The SEGIS tracks results of inspections performed under authority of the Egg Products Inspection Act (EPIA), Enforcement Procedures, and AMS-PY INSTRUCTION 912-1. The Poultry Program ensures the shell egg industry complies with the requirements of the EPIA. SEGIS captures a complete profile of violations found during each inspection visit to registrants under the Shell Egg Surveillance (SES) program. It examines the violation data to make recommendations for possible enforcement action and tracks the status of each registrant.</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 Poultry Program.</p> | | |
| Inputs 1 | <p>Paper PY-156 input consisting of shell egg registrant information and inspection data.</p> <p>Disposition: 4 years.</p> | | |
| 2 | <p>Paper PY-155 input consisting of shell egg handler registration information</p> <p>Disposition: Destroy 1 year after verification.</p> | | |
| 3 | <p>Paper PY-76 input consisting of shell egg surveillance quarterly cost report</p> <p>Disposition: Destroy 6 years and 3 months after report is issued.</p> | | |
| Master file 4 | <p>Shell egg handler inspection data. The system generates one data record for each inspection.</p> <p>Disposition: Destroy/Delete when 4 years.</p> | | |
| 5 | <p>Shell egg surveillance quarterly cost data. The system generates one data record for each state per quarter.</p> <p>Disposition: Delete 6 years and 3 months after report is generated.</p> | | |
| Outputs 6 | <p>Printouts, reports, and tables</p> <p>Disposition: Temporary. Destroy/Delete when no longer needed for business, legal or operational needs.</p> | | |
| System Documentation 7 | <p>System Design Documentation</p> <p>Disposition: Destroy or delete when superseded or obsolete.</p> | | |
| Electronic Mail and Word processing records | <p>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> | | |

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| | <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> <p>b. Copies used for disseminating, revising, or updating that are maintained in addition to recordkeeping copies.</p> <p>Disposition: TEMPORARY</p> <p>Destroy/delete when disseminating, revising, or updating is complete.</p> | | |
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