

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>71-136-06-3</i>	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>9-26-2005</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Livestock & Seed Program			
4. NAME OF PERSON WITH WHOM TO CONFER Janice Boteler, <a href="mailto:Janice.Boteler@usda.gov">Janice.Boteler@usda.gov</a>	5. TELEPHONE NUMBER 202 720-0566	DATE <i>9/17/06</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 _____ 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 GRS OR SUPERSEDED JOB CITATION	10.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 – LMPRS (see attached).  PRIOR APPROVAL BY NARA – AMS Unique Records Schedule Market News Reports, Record Series 9000 was previously approved by NARA (see attached).		
<i>cc Agency 2R NAWMD NAWME NAWMW</i>			

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<p><b>Name of electronic database system:</b> Livestock Mandatory Price Reporting System (LMPRS)</p> <p><b>Agency program or unit supported by the system:</b> USDA, AMS, Livestock and Seed Program, Livestock and Grain Market News Branch. Authority is Livestock Mandatory Reporting Act of 1999.</p> <p><b>Purpose of the system:</b> LMPRS is a database management system that was developed to automate the processes for AMS to implement the Livestock Mandatory Reporting Act of 1999 (Act). This system electronically accepts data from the livestock industry, mainly meat packing plants, archives, translates and analyzes the data, as well as produces and stores aggregated data and creates aggregated reports for distribution to the public via the Internet. This database does contain proprietary information.</p> <p><b>Disposition:</b> 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 Market News Reports.</p> <p>a. <b>Inputs.</b> Packer Data Files (proprietary information) - Electronic inputs consisting of individual packer data files that contain information on their purchases and sales of livestock and livestock commodities covered under the Act.</p> <p>Disposition: <b>TEMPORARY.</b> Maintain on-line 5 years, retire to off-line authorized storage company for 5 years then destroy.</p> <p>b. <b>Master Files.</b> Packer data files (proprietary information), price, volume, and related market data that is required to be reported under the Act, searchable by Packer.</p> <p>Disposition: <b>TEMPORARY.</b> Maintain on-line 5 years, retire to off-line authorized storage company for 5 years then destroy.</p> <p>c. <b>Outputs.</b> Livestock printouts and reports on volume, quality, grades, price, etc.</p> <p>1. Electronic copy: Disposition: <b>TEMPORARY.</b> Destroy when 10 years old.</p> <p>2. Recordkeeping copy (paper). Disposition: <b>TEMPORARY.</b> Destroy when 10 years old.</p>		

- d. System Documentation. Data flow diagrams, configuration documents, and other system documentation.

Disposition: **TEMPORARY**. Destroy or delete when superseded or obsolete.

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**Electronic Mail and Word Processing System Copies**

Electronic copies of records that are created and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule... Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revising, or disseminating.

- a. Copies of records covered by above items that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal 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 copy.

**TEMPORARY**. Destroy/delete within 180 days after the recordkeeping copy has been produced.

- b. Copies used for disseminating, revising, or updating that are maintained in addition to recordkeeping copy.

**TEMPORARY**. Destroy/delete when disseminating, revising, or updating is completed.