

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>71-136-06-4</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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, Janice.Boteler@usda.gov	5 TELEPHONE NUMBER 202 720-0566	DATE <i>9/20/05</i>	ARCHIVIST OF THE UNITED STATES <i>Alta [Signature]</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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 – OECD (see attached). PRIOR APPROVAL BY NARA – AMS Unique Records Schedule Livestock and Seed Program, Record Series 7300 was previously approved by NARA (see attached).		
<i>cc Agency, NR, NWMB, NWMW</i>			

Name: Organization for Economic Cooperation and Development (OECD) System

Agency program or unit supported by the system: USDA, AMS, Livestock and Seed, Seed Regulatory Testing Branch

1. Purpose of the system:

The system provides guidelines to the Seed Certifying Agency (SCA) for transferring data relevant to the OECD Seed Schemes Program. The OECD labels and certifications provides for official recognition of "quality-guaranteed" seed, thus facilitating international trade and contributing to the removal of technical trade barriers.

Seed certification for international markets is done through membership in the Association of Official Seed Certifying Agencies (AOSCA).

The OECD certification is applied to varieties satisfying Distinction, Uniformity and Stability conditions, having an agronomic value, and published in official lists. The annual List of Varieties eligible for OECD Certification includes about 35,000 varieties from 187 species. The Schemes deal with the following groups of species: Grasses and Legumes, Crucifers and other Oil or Fiber species, Cereals, Maize and Sorghum, Beet, Subterranean clover, Vegetables.

a. Inputs. The OECD data is transmitted via electronic standardized methods such as the web interface or the batch process using Microsoft Excel Spreadsheet. The web interface data transmission is executed by the SCA and the batch update is completed by the government.

The Web Interface and Batch processes comprise of two primary input formats-- Lot and Certificate forms. Inputs for the two processes consist of data pertaining to the Lot and Certificate e.g. weights, tags, species, variety, testing, purity level, seed company information, etc.

TEMPORARY. Destroy after 5 years or when administrative business use comes to an end.

b. Master Data Files. There are three primary tables (Lots, Submissions, and Certificates), seven auxiliary tables, and a host of Stored Procedures. The Tables contain OECD data on seed varieties identity, purity, ET. Al. The Stored Procedures contain code that is executed repeatedly. The Tables for the OECD system are as follow:

1. **Agencies**-contains the contact information for the participating SCA. The cooperative number field is the primary key.
2. **Category**-contains the data for the species categories e.g., corn, sunflower etc. The species id field is the primary key.

3. **Certificates**-contains data on certificates enrolled. The Certificate Number is the primary key.
4. **Contacts**-contains the information for the contact person from the SCA. The group id field is the primary key.
5. **Groups**-contains information for the group users. The cooperative number field is the primary key.
6. **Lots**-contains data on the lots enrolled. The lot number field is the primary key.
7. **Permissions**-contains data access rights to all the procedures. The permission id field is the primary key.
8. **Seed types**-contains data regarding the seed types e.g. basic, pre-basic etc. The seed type field is the primary key
9. **Submissions**-contains duplicate data on the weights and tags entered on a Lot. The submissions id field is the primary key.
- 10 **Species**-contains information on the approved species e.g., Zea Mays, etc. The species id field is the primary key.

The OECD system contains records created from October 2004 to present. One database record is created for each Lot and Certificate enrollment. The files are used by 23 states within the continental United States.

TEMPORARY. Destroy after 5 years or when administrative business use comes to an end.

Outputs. All reports are electronic copies. OECD certificates are printed by each SCA in a PDF format. All bills are generated quarterly by SRTB and forwarded to the SCA. There are no paper copies of the certificates, bills, or reports. The billing and ad hoc reports with explanations are:

1. **Annual Lots & Certificates Summary** - This report will list Lots and Certificates enrolled for year-to-date based on the OECD calendar year (July 1st – June 30th). This report is for internal use only.
2. **Monthly Lots & Certificates Summary** - This report will list Lots and Certificates for the current month. This report is for internal use only.
3. **Pounds Certified Summary** (from Certificates) – This report will list all Certificates enrolled for year-to-date. This report is for internal use only.

4. **Pounds Tagged Summary** (from Lots) - This report will list all enrolled Pounds Tagged for year-to-date.
5. **Pound by Species** - This report will list all Species enrolled for year-to-date.
6. **Individual Seed Certifying Agency Billing** – This report will generate individual bills for each SCA.
7. **All Seed Certifying Agency Billing** - This report will list all SCA estimated bill amount for quick review. This report is for internal use only.
8. **Seed Company Billing** - This report will generate individual bills for each seed company.
9. **Individual Seed Certifying Agency Itemized Receipt** - This report will generate a detailed receipt of all lots for an SCA in a specified billing period.
10. **Individual Seed Certifying Agency Certificate List** - This report will generate a detailed receipt of all certificates for a SCA in a specified billing period

TEMPORARY. Destroy after 5 years or destroy when administrative business use comes to an end.

d. System Documentation. User manual and OECD database diagram with table relationships.

TEMPORARY. Destroy or delete when superseded or obsolete.

2. **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 this item. 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 procure 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.