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| REQUEST FOR RECORDS DISPOSITION AUTHORITY | | JOB NUMBER <i>NI-136-06-5</i> | |
| To. NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001 | | Date received <i>10/25/05</i> | |
| 1 FROM (Agency or establishment) U.S. Department of Agriculture | | <p align="center">NOTIFICATION TO AGENCY</p> <p>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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10</p> | |
| 2 MAJOR SUBDIVISION Agricultural Marketing Service (AMS) | | | |
| 3 MINOR SUBDIVISION Science & Technology Program | | | |
| 4. NAME OF PERSON WITH WHOM TO CONFER Janice Boteler, Janice.Boteler@usda.gov | 5 TELEPHONE NUMBER 202 720-0566 | DATE <i>11/22/07</i> | ARCHIVIST OF THE UNITED STATES <i>Allen Weinst</i> |
| <p>6 AGENCY CERTIFICATION</p> <p>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,</p> <p align="center"> <input type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested </p> | | | |
| DATE <i>10/17/05</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| 7 ITEM NO | 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARA USE ONLY) |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 – Veritas Enterprise Vault (EMAIL) (see attached). 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). | | |

SL 11/24/07 copies sent to Agency, NR.

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| 8000 | <p>Name of electronic database system: Veritas Enterprise Vault (EMAIL) (formerly KVS Enterprise Vault)</p> <p>Agency program or unit supported by the system: USDA, AMS, Science and Technology Program, Infrastructure Management Branch</p> <p>Purpose of the system: E-mail consists of general information messages, meetings and appointments Veritas Enterprise Vault is a strategy for archiving, retaining, and retrieving e-mail Archiving is now a necessary component of an overall compliance program AMS uses Iron Mountain to backup server data Backups are there to protect the data from a disaster, archiving is there to search and retrieve data Archiving helps you organize data so it can be accessed when needed, at a lower cost than searching for data on backup tapes Archiving helps reduce compliance risk and also helps generate everyday operational efficiencies related to the cost of locating an accidentally deleted e-mail from an individual's mailbox This system is designed to retain mail for 3 years</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 Science and Technology Program (old Science Division)</p> | | |
| <u>Inputs</u> | <p>Electronics inputs consist of e-mail messages, meetings and appointments</p> <p>Disposition 3 years</p> | GRS 20, item 14 New | 5-11-09 |
| Master File | <p>All Incoming and Outgoing e-mail messages, meetings and appointments There is a total of 7 data vault stores, one vault for each mail server housing mailboxes (Denver, CO, Des Moines, IA, Fresno, CA, Manassas, VA, Memphis, TE, DC and Field)</p> <p>Disposition 3 years</p> | New | |
| <u>Outputs</u> | <p>Restored mail messages</p> <p>Disposition: Delete when no longer needed for administrative purposes</p> | GRS 20, item 14 New | 5-11-09 |
| <u>System Documentation</u> | <p>Enterprise Vault for Microsoft Exchange Server Introduction and Planning Guide, Operations Guide,</p> <p>Disposition: Destroy or delete when superseded or obsolete</p> | GRS 20, item 11(a)(1) New | 5-11-09 |

Janice Botiller, records officer for the Agricultural Market Service, request NARA to change items disposition authorities to GRS 20, Electronic Records.