

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NI-136-06-7</i>	
TO NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>10/26/2005</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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, <i>Janice Boteler@usda.gov</i>	5 TELEPHONE NUMBER 202 720-0566	DATE <i>9/27/06</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>11/8/05</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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 – MIS (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</i>			

	<p><b>Name of electronic database system:</b> Management Information System (MIS)</p> <p><b>Agency program or unit supported by the system:</b> USDA, AMS, Livestock and Seed Program, Meat Grading and Certification Branch.</p> <p><b>Purpose of the system:</b> MIS is utilized by the Branch to collect and disseminate information on meat grading relating to billing information for services provided, volume of product graded and volume of product certified. This information is provided to other Governmental Agencies and private industry in the form of summary type reports. The MIS also is used for branch administrative business, such as time and attendance, leave, travel, etc.</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 Livestock and Seed Program.</p>		
--	---	--	--

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
<b>1. Inputs</b>	<p>Information sources for information that creates and updates master system information. Included, but not limited to, AMS Form 3130.7 – Application for Computer Account; CME Carcass Grading Worksheet; LS 5-4 Grading Worksheet; LS 5-6 Live Animal/Carcass Certification Worksheet; LS 111- Pork Belly Worksheet. Also MGC 44 USDA Donated Meat; MGC 110 Laboratory Sampling Form For Meat Products; MGC 110 Federal Purchase Laboratory Sampling Form for Meat Products; Production and Fax Record; LS 5-4 Agricultural Products Certificate, LS 5-5 Charge Document; LS-313 Application for Service; LS-315 Application for Commitment Services, and other inputs.</p> <p>Disposition: Destroy when records are no less than 3 years old but no more than 7 years old, whichever period of time meets the business and administrative needs of the AMS Meat Grading and Certification program.</p>		
<b>2. Master Files</b>	<p>Management Information System master files encompass all processes associated with the AMS meat grading program. Master files include records of employee leave, training, and travel, employee entitlement records; billing data; and volume of product certified and volume of product graded records. The database key requirements are contingent upon the type of form utilized to collect the data.</p> <p>Disposition: Destroy when records are 10 years old.</p>		
<b>3. Outputs</b>	<p>Outputs which are generated from the MIS master files Included, but not limited to, Summary File; Summary Report; Grading Volume Report; CAB Report; Fiscal Year Reports; Calendar Year Reports; BCDS Report; and report that provides carcass characteristics data on cattle, and other system-related outputs</p> <p>Disposition: Destroy when records are no less than 6 years old but no more than 10 years old, whichever period of time meets the business and administrative needs of the AMS Meat Grading and Certification program.</p>		
<b>4. Systems Documentation</b>	<p>System Manuals, record layouts, and data dictionary, system-related standard operating procedures, and other documentation used to operate and manage the MIS</p> <p>Destroy when superseded, obsolete, or no longer needed.</p>		

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
<b>5. Electronic Mail and Word Processing System Copies.</b>	<p>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 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, revision, or dissemination.</p> <p>a. Copies 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.</p> <p>Disposition. Destroy/delete within 180 days after the recordkeeping copy has been produced</p> <p>b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.</p> <p>Disposition. Destroy/delete when dissemination, revision, or updating is completed</p>		



# National Archives and Records Administration

**ROCKY MOUNTAIN REGION**  
DENVER FEDERAL CENTER, BUILDING 48  
WEST 6TH AVENUE AND KIPLING STREET  
DENVER, COLORADO 80225

P O BOX 25307  
DENVER, COLORADO 80225-0307  
[www.archives.gov/facilities/co/denver.html](http://www.archives.gov/facilities/co/denver.html)

*JAC*  
Date : May 22, 2006

Reply to

Attn of : NRGGM

Subject : Appraisal of records covered by N1-136-06-7

To : NWML

The Agriculture Marketing Service, Meat Grading and Certification Branch, Office of Field Operations, 13952 Denver West Parkway Bldg. 53, Suite 350 Lakewood, CO 80401, submits NARA Job No. N1-136-06-7, to cover the Management Information System (MIS) for the Meat Grading and Certification program.

## **Background**

The Agricultural Marketing Service (AMS) includes six commodity programs--Cotton, Dairy, Fruit and Vegetable, Livestock and Seed, Poultry, and Tobacco. The programs employ specialists who provide standardization, grading and market news services for those commodities. They enforce such Federal Laws as the Perishable Agricultural Commodities Act and the Federal Seed Act. AMS commodity programs also oversee marketing agreements and orders, administer research and promotion programs, and purchase commodities for Federal food programs.

Since 1923, the Meat Grading and Certification Branch has functioned as a voluntary service program that has served the livestock and meat industry by providing grading and certification services to the private sector for beef, lamb, pork, veal, and calf. These services are provided consistent with the principles of the Agricultural Marketing Act of 1946, as amended by Public Law 272, 84th Congress. Service under these regulations may be made available with respect to products shipped or received in interstate commerce, and with respect to the products not so shipped or received if the Director or Chief determines that the furnishing of service for such products would facilitate the marketing, distribution, processing, or utilization of agricultural products through commercial channels. Grading services that are provided under the regulations consist of the determination and certification and other identification, upon request by the applicant, of the class, grade, or other quality of products under applicable standards. Class, grade, and other quality may be determined under said standards for meat of cattle, sheep, or swine in carcass form only, except upon approval by the Director upon his determination of good cause and provided that the meat can be identified in conformance with the standards.

## Records

In the mid-1980's, the Meat Grading and Certification Branch, in order to help conduct its business and facilitate its work processes, created the Management Information System (MIS). The MIS is a multi-purpose information system that was developed in-house on a DOS-based platform. It is a closed and secure internal system. Currently, the system tracks the work of approximately 250 full-time meat grader field employees. MIS is utilized by the Branch to collect and disseminate information on meat grading relating to billing information for services provided, volume of product graded and volume of product certified. This information is provided to other Governmental Agencies and private industry in the form of summary type reports. The MIS also is used for branch administrative business, such as time and attendance, leave, travel, and financial billings, etc.

The system stores approximately 1 gigabyte of data and holds approximately ten years of information online. The agency uses a Local Area Network (LAN) to operate the system, and performs regular system and data back-ups.

*Input Data:* MIS resides in Golden, Colorado within the Office of Field Operations (OFO). The field employees enter the volume of product graded or certified into electronic templates and e-mail the completed e-forms to the OFO on a weekly basis. The OFO staff members are responsible for verifying for accuracy/completeness and entering the data into MIS. The onsite employees may regularly use templates to address routine work related issues. Following quality control checks, the paper documents and e-mails may be destroyed and the input data maintained within the MIS.

*Master Files:* Master files comprise all processes associated with the AMS meat grading and certification program, including certain administrative functions. Master files include records of meat grader-certifier employee leave, training, and travel; employee entitlement records; billing data; and meat grading summary data including the volume of product certified and volume of product graded. For now, the OFO plans to maintain the master files online until such time as they are migrated to a proposed Windows-based MIS replacement program.

*Output Data:* The MIS electronic outputs include monthly, quarterly, and annual financial statements submitted to the U.S.D.A. National Finance Center (NFC), Foundation Financial Information System in New Orleans, LA. The MIS also captures information to support numerous other output functions:

- Reports related to Marketing and Truth and Labeling
- Completion of forms such as Summary of Charges, Grading Work Sheet LS 5-4, Live Animal/Carcass Certification Worksheet etc.
- Background information to support certifications to restaurants
- Information to maintain grade identification and consistency
- Paper trail backup information connected to the meat source to ensure grade identity, quality and integrity standards are strictly maintained
- Fee structure information involving travel, costs, and other fees
- Customer committed agreements that ensure meat graders acquire a specified number of contact hours at the meat packing facility
- Non-committed agreements where the customer does not commit to a specified number of employee contact hours.

- Provides billing information to NFC and the Foundation Financial Information System (FFIS)
- Maintains historical data for publication to the AMS web page
- Tracks the equipment code tied to specific employees to ensure integrity of equipment and industry protocol in the field
- Provides information for the Market News Branch to present data to producers, meat industry, public and others who rely on the information for business industry purposes

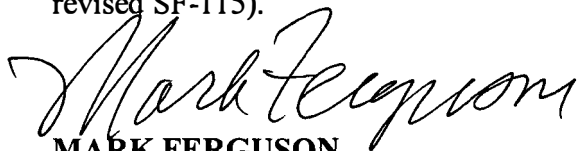
*System documentation.* System documentation includes an extensive user manual, as well as data dictionaries, reference guides, and a working system design document.

**Appraisal**

The AMS Meat Grading program proposes temporary retention periods for records generated by the meat grading workflow process (marketing, grading, accounting, etc.) that is accomplished through the MIS.

Working with the OFO Information Technology Director, we redrafted the schedule to list five items (instead of 82). The revision consolidates all “true” inputs and outputs into single items, provides flexible retention periods for inputs and outputs, and adds an item to take care of the disposition of e-mail messages. The agency anticipates that the DOS system will be replaced by a windows program consistent with IT industry upgrades within the next 5-years.

**As noted, MIS is utilized by the Branch to track the work of approximately 250 full-time meat grader field employees, collect and disseminate information on meat grading relating to billing information for services provided, and provide information on the volume of product graded and certified.** The records described in MIS do not document significant actions of Federal officials nor do they document the national experience. The temporary retention periods assigned to the MIS inputs, outputs, master files and documentation are adequate to meet the business needs of the AMS Meat Grading and Certification program and are sufficient to ensure government accountability and protect citizen’s rights. I concur with the provisions of the schedule and I recommend approval with requested changes (shown in the revised SF-115).

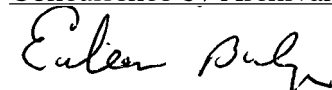


**MARK FERGUSON**  
Director, Records Management Division

5-24-06

Date:

Concurrence by Archival Operations Division—Rocky Mountain Region:



**EILEEN BOLGER**  
Director, Archival Operations

Date: 5/24/06