

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-136-06-8</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		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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>11/17/06</i>	ARCHIVIST OF THE UNITED STATES <i>John 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>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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 – MNIS (see attached). PRIOR APPROVAL BY NARA – AMS Unique Records Schedule Market News Reports, Record Series 9000 was previously approved by NARA (see attached).		

SL 11/28/06 Copies sent to Agency, NWMW, NR

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>N1-136-06-8</p> <p>Name of electronic database system: Market News Information System (MNIS)</p> <p>Agency program or unit supported by the system: USDA, AMS, Poultry (Market News Branch), Fruit and Vegetable, Livestock and Seed, Dairy, Tobacco and Cotton Programs The authority is the Agricultural Marketing Act of 1946</p> <p>Purpose of the system: To generate market news reports and accumulate historical information on farm products for all commodity programs</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>Inputs 1</p>	<p>Manual updates via an ORACLE interface, paper documents used for data entry derived from systems outside the MNIS, paper notes consisting of telephone interviews of industry contacts, electronic data or files from other market sources, electronic data consisting of prices, volume, quality, condition and other market data on farm products in specific markets and market areas for all commodity programs, and reporter worksheets</p> <p>Disposition Destroy when no longer needed for operational purposes</p>		
<p>Master File 2</p>	<p>Electronic inputs consisting of derived data sums, averages, ranges, price, volume, quality, condition, variety, location and other pertinent market data on farm products in specific markets and marketing areas for all commodity programs The data used to generate the reports data is derived from the ORACLE databases maintained for each commodity</p> <p>Disposition Destroy when no longer needed for operational purposes</p>		
<p>Outputs 3</p>	<p>Printouts, reports, screens of information, electronic files, etc</p> <p>Disposition Destroy when no longer needed for operational purposes</p>		
<p>System Documentation 4</p>	<p>User documentation and other system documentation</p> <p>Disposition Destroy or delete when superseded or obsolete</p>		
<p>Electronic Mail and Word Processing Records</p>	<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>		
	<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, on hard disk, or network drives that are used only to produce the recordkeeping copies</p>		

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	<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>		