

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER: <i>N/1-136-06-10</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	
2 MAJOR SUBDIVISION Agricultural Marketing Service (AMS)		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION Science & Technology 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>5/17/06</i>	ARCHIVIST OF THE UNITED STATES <i>Allen Wainman</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 <u>2</u> 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 checked="" 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 – PRD (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).		
<i>cc Agency NR NWM D NWM W</i>			

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8000 Item 1	<p>Name of electronic database system: Pesticide Records Database (PRD) System</p> <p>Agency program or unit supported by the system: USDA, AMS, Science and Technology Program, Pesticide Records Branch Authority is the Federal Pesticide Recordkeeping Program, 7 CFR 110.</p> <p>Purpose of the system: The Federal Pesticide Recordkeeping Program was authorized by the Food, Agriculture, Conservation, and Trade Act of 1990, commonly referred to as the 1990 Farm Bill Under this law, all certified private pesticide applicators who have no requirement through State regulations to maintain Federally restricted use pesticide (RUP) records must comply with the Federal pesticide recordkeeping regulations Certified private pesticide applicators who are required to maintain records of RUP applications under State regulations continue to comply with recordkeeping requirements set by their State Information collected includes date of inspection, commodity treated, record elements retained, compliance, inspector name, RUP usage, length of inspection, and identification numbers The information retained by the system is used to generate the Program's Annual Summary and to track compliance actions</p>		
1. a. Inputs	<p>Recordkeeping Inspection Form (ST-8), State specific notice of inspection forms, miscellaneous notes and documents, and other documents supporting applicator inspections</p> <p>Disposition Cut off at the end of the fiscal year Destroy/delete 7 years after cutoff</p>	New	
1 b. Master File	<p>Includes information regarding all aspects of the certified private pesticide applicator inspections, such as date of inspection, commodity treated, record elements retained, compliance, inspector name, RUP usage, length of inspection, and identification numbers The information system also includes financial data pertaining to cooperative agreements, contact information with applicator address, phone number, etc , violations, and geographical information</p> <p>Disposition Cut off at the end of the fiscal year Destroy/delete 7 years after cutoff</p>		
1 c 1 Outputs	<p>Annual summaries</p> <p>Disposition PERMANENT Transfer to the National Archives and Records Administration at the end of the fiscal year in accordance with NARA pdf transfer instructions</p>		
1. c 2. Outputs	<p>Reports and queries produced in response to requests or compiled for the annual summary, such as applicator fact sheets, statistical reports, summary reports, tables, and charts</p> <p>Disposition Delete when verified and sent, or incorporated into the annual summary, whichever is applicable</p>		
1. d. System Documentation	<p>Standard Operating Procedures, database instruction sheets, software manuals, data dictionary, and other system documentation</p> <p>Disposition Cut off at the end of the fiscal year Destroy/delete 7 years after cutoff</p>	New	

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Item 2	<p>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 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>		
2 a	<p>Copies of records that have no further administrative value after the recordkeeping copy is made. This includes copies maintained by individuals in personnel 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 copies.</p> <p>Disposition: Destroy/delete within 180 days after the recordkeeping copy has been produced.</p>	New	
2 b	<p>Copies used for disseminating, revising, or updating that are maintained in addition to recordkeeping copy.</p> <p>Disposition: Cut off at the end of the fiscal year. Destroy/delete 7 years after cutoff.</p>	New	