

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>N/136-06-119</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 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>6/16/06</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 <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>10/27/05</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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 – MDP (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 NUMD NUME NUMU</i>			

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
8000 Item 1	<p>Name of electronic database system: Microbiological Data Program (MDP) Database</p> <p>Agency program or unit supported by the system: USDA, AMS, Science and Technology Program, Monitoring Program Office (MPO)</p> <p>Purpose of the system: The MDP Database provides a central repository for data on food-borne pathogens on agricultural products collected from 11 states representing over 50 percent of the US population. Laboratories analyze the samples and submit completed data sets (groups) to the PDP/MDP Remote Data Entry (RDE) System for review and acceptance by MPO staff scientists. Approved data sets are copied from the RDE system database into the MDP Database. Program data are maintained in a separate MDP database for each calendar year. After all data for a given calendar year are received and reconciled, an MDP Annual Summary report is made available on the MDP Website.</p>		
1 a Inputs	<p>Approved data sets copied from the PDP/MDP Remote Data Entry (RDE) System database after review and authorization</p> <p>Disposition: Cut off after reconciliation. Destroy/delete 2 years after cutoff.</p>	New	
1 b Master File	<p>Product information and analytical findings for each sample analyzed, along with quality assurance/control results for each set of samples</p> <p>Disposition: PERMANENT. Cut off after annual reconciliation at the end of the calendar year. Transfer to the National Archives after cutoff in accordance with 36 CFR 1228.270.</p>	New	
1 c 1 Outputs	<p>MDP Annual Summary report</p> <p>Disposition: PERMANENT. Transfer a copy to the National Archives and Records Administration annually after report has been produced, in accordance with NARA pdf transfer instructions.</p>	New.	<p><i>Per program office, this report is not a system output. This report scheduled on NI-156-10-02 10/19/11</i></p>
1 c 2 Outputs	<p>Ad hoc and customized reports</p> <p>Disposition: Delete after information has been verified and sent.</p>	New	
1 d System Documentation	<p>MDP Database Management overview document, MDP Data Dictionary, MDP Data Table Relationship diagram, MDP Data Life Cycle diagram</p> <p>Disposition: PERMANENT. Transfer to the National Archives along with the master file.</p>	New	
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	

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
2 b	<p>Copies used for disseminating, revising, or updating that are maintained in addition to recordkeeping copy</p> <p>Disposition Destroy/delete when disseminating, revising, or updating is completed</p>	New	