

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-136-06-13</i>	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>9/26/05</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 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>7/3/06</i>	ARCHIVIST OF THE UNITED STATES <i>Ma. 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>9/20/05</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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 – SRTIS (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>		

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
7300	<p>Name of electronic database system: Seed Regulatory and Testing Information System (SRTIS)</p> <p>Agency program or unit supported by the system: USDA, AMS, Livestock and Seed Program, Seed Regulatory and Testing Branch</p> <p>Purpose of the system: Seed sample testing and interstate investigation data storage and retrieval. Comparison of seed labeling, state laboratory results, and Federal laboratory results to produce tolerance calculation and report generation</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 Livestock and Seed Program, and in accordance to 36 CFR 32-30</p>		
Inputs 1	<p>Electronic and paper inputs consisting of seed shipment data and contact information</p> <p>Disposition Temporary Delete/Destroy after input into master file, and input has been verified</p>	New	
Outputs 1	<p>Seed Analysis Certificate (LS-375 CG) Electronic copy is scanned in with signature and this will become the recordkeeping copy</p> <p>Disposition Temporary Cut-off Seed Analysis Certificate file at the end of calendar year. Destroy/delete 6 years after cut-off</p>	7320 (New)	
2	<p>Seed Analysis Card (LS-233)</p> <p>Disposition Temporary Cut-off Seed Analysis Card file at the end of calendar year. Destroy/delete 6 years after cut-off</p>	7330 (New)	
3	<p>Record of Complaint Card (GR-338)</p> <p>Disposition Temporary Place Record of Complaint card in closed file at completion of case. Cut-off closed Record of Complaint card file at the end of calendar year. Destroy/delete 5 years after cut-off</p>	7350	NC1 136-79-1 Item 94
Master File 1	<p>Seed shipment data, shipper information, investigation information, seed testing data and violation settlement information. One database record is created for each seed sample received and each seed shipment investigated</p> <p>Disposition Temporary Cut-off Master File at the end of calendar. Destroy/delete 6 years after cut-off</p>	7360 (New)	
System Documentation 1	<p>Data dictionaries, document libraries, user manuals and operating manuals</p> <p>Disposition: Temporary Destroy or delete when superseded or obsolete</p>	New	

Word Processing and Electronic Records.

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a record keeping 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.

1. Copies that have no further administrative value after the record keeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other directories on hard disk or network drives, and copies on shared network drives that are used only to produce the record keeping copy.

Disposition: Destroy/delete within 180 days after the record keeping copy has been produced.

2. Copies used for dissemination, revision, or updating that are maintained in addition to the record keeping copy.

Disposition: Destroy/delete when dissemination, revision, or updating is completed.