


<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NI-136-10-2</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 9/23/10	
U S Department of Agriculture, Agricultural (USDA)		<b>NOTIFICATION TO AGENCY</b>	
2 MAJOR SUBDIVISION <b>Agricultural Marketing Service (AMS)</b>		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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			
Janice Boteler, <a href="mailto:Janice.Boteler@ams.usda.gov">Janice.Boteler@ams.usda.gov</a>	5 (202) 720-0566	9/23/10	ARCHIVIST OF THE UNITED STATES 
<b>6 AGENCY CERTIFICATION</b> 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>3</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 9/23/10	SIGNATURE OF AGENCY REPRESENTATIVE <i>Janice Boteler</i>	<i>9/24/10</i>	TITLEAMS 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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  Science and Technology Program, Section 8110 revision  Reference Unique Record Schedule Science Division File/Disposition Plan dated October 1995		

## REQUEST FOR RECORDS DISPOSITION AUTHORITY

CODE	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION	
		RETENTION AND DISPOSITION	GRS OR SUPERSEDED DISPOSITION AUTHORITY
Item 1	<p><b>PESTICIDE AND MICROBIOLOGICAL DATA PROGRAMS – USDA, AMS, Science and Technology, Monitoring Programs Division (MPD) 8110 Series</b></p> <p>a General information relating to USDA/AMS Pesticide Data Program (PDP) and Microbiological Data Program (MDP)</p> <ul style="list-style-type: none"> <li>• Correspondences (e.g. deviations, letters of concurrence, laboratory review documentation, etc.)</li> <li>• Standard Operating Procedures (SOPs)</li> <li>• Documentation</li> <li>• Protocols</li> <li>• Semi-annual program plans</li> <li>• Annual and/or semi-annual Federal/State meeting minutes and/or presentations</li> <li>• Sampling plans</li> <li>• Sampling sites</li> <li>• Interim and final reports</li> <li>• Data interpretations</li> <li>• Other significant program-unique information</li> </ul>	<p>TEMPORARY Cut-off at end of calendar year</p> <p>Transfer to FRC 2 years after cut-off</p> <p>Destroy 10 years after cut-off</p>	NCI 136-94-1 Item 1a
	<p>b Documents generated by Federal/State laboratory and/or sampling partners including, but not limited to</p> <ul style="list-style-type: none"> <li>• PDP and MDP sample data packages</li> <li>• PDP method validation data</li> <li>• PDP and MDP proficiency testing data packages</li> </ul>	<p>TEMPORARY Cut-off at end of calendar year</p> <p>Transfer to FRC 2 years after cut-off</p> <p>Destroy 25 years after cutoff</p>	NEW

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c	<p>Supporting documents generated by PDP/MDP Federal/State laboratory and/or sampling partners including, but not limited to</p> <ul style="list-style-type: none"> <li>• Historic internal SOPs, and Work Instruction documents</li> <li>• Logbooks (e.g. standard preparation, instrument, freezer, temperature, etc.)</li> <li>• Chromatograms generated during standards checks</li> <li>• Sample worksheets (e.g. homogenization, extraction, etc.) not specific to individual sample sets</li> <li>• Correspondences and other documents relating to interpretation and evaluation of data</li> <li>• Corrective actions</li> <li>• Deviation letters</li> <li>• Method development studies other than official PDP method validation packages</li> <li>• MDP method tryout data</li> <li>• MDP proficiency testing data and reports</li> <li>• Staff training records</li> <li>• Audit records</li> <li>• Control charts</li> <li>• Sampling plans</li> <li>• Site information</li> <li>• Commodity payment records</li> <li>• Surplus commodity disposition records</li> <li>• Raw Sample Information Form data sheets</li> <li>• Interim and final reports</li> <li>• Semi-annual program plans</li> <li>• Minutes from program meetings</li> <li>• General correspondences, etc</li> </ul>	<p>TEMPORARY Cut-off at end of calendar year</p> <p>Transfer to FRC 2 years after cut-off</p> <p>Destroy no earlier than 5 years and no later than 10 years after cut-off</p>	NEW
d	<p>PDP Annual Summary Official (hardcopy) formal report containing executive summary, data, discussion, etc corresponding to each year that PDP data was collected</p> <p><b>This disposition is for the hard copy only.</b></p>	<p>PERMANENT Cut-off when printed copies are sent to stakeholders</p> <p>File record copy of hard copy report Transfer to the National Archives in five year blocks when most recent records are 15 years old</p>	NEW

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		RETENTION AND DISPOSITION	GRS OR SUPERSEDED DISPOSITION AUTHORITY
	<p>e MDP Annual Reports Official (electronic) formal report containing executive summary, data, discussion, etc corresponding to each year that MDP data was collected</p> <p><b>This disposition is for the electronic copy only.</b></p>	<p>PERMANENT Cut-off when copies are sent to stakeholders</p> <p>Send one electronic copy of report to NARA at cut-off</p>	NEW
Item 2	<p><b>PESTICIDE AND MICROBIOLOGICAL DATA PROGRAMS REMOTE DATA ENTRY (RDE) SYSTEM</b> Pesticide Data Program (PDP) and Microbiological Data Program (MDP) Electronic Information System - Remote Data Entry (RDE) Feeder system for PDP and MDP electronic databases</p> <p>a System Documentation – Source code, User guide, Data Interchange Specification document, Database Schema, System Overview document and Data Flow document</p>	<p>TEMPORARY Destroy/Delete when superseded or obsolete</p>	NCI-136-05-6 Item 1 d
	<p>b Master File -Audit trail tables – Feeder data</p>	<p>TEMPORARY Cut off at the end of the calendar year</p> <p>Destroy 10 years after cut-off</p>	NCI-136-05-6 Item 1 b 2
	<p>c Master File - Program data on pesticide residues and food-borne pathogens on agricultural products – Feeder data Includes, but is not limited to, product information for each agricultural sample collected, analytical results, QA recoveries/findings, and group-level information for each sample set</p>	<p>TEMPORARY Cut off after reconciliation</p> <p>Destroy 2 years after cut-off</p>	NCI-136-05-6 Item 1 b 1
	<p>d Outputs - Approved data sets that are copied into the PDP or MDP database – Feeder data</p>	<p>TEMPORARY Cut off after reconciliation</p> <p>Destroy 2 years after cut-off</p>	NCI-136-05-6 Item 1 c 2
	<p>e Outputs -SIF, Laboratory Information Form (LIF), and QA Information Form reports that are included in a standardized data package</p>	<p>TEMPORARY Cut off data packages at the end of the calendar year Transfer to Federal Records Center 2 years after cutoff</p> <p>Destroy/delete 25 years after cutoff</p>	NCI-136-05-06 Item 1 c 1

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		RETENTION AND DISPOSITION	GRS OR SUPERSEDED DISPOSITION AUTHORITY
	<p>f Inputs – Sample Information Forms (SIFs) which are completed by sample collectors and contain product identification and origin data</p> <p>Analytical results and quality assurance (QA) recoveries which are attached to analytical data sets (groups), and entered into the RDE system for the raw or derived data produced by analytical instruments, completed data sets, and authorizations</p>	<p>TEMPORARY Cutoff at end of month</p> <p>Destroy/delete 1 month after cutoff</p>	NCI-136-05-06 Item 1 a
Item 3	<b>PESTICIDE DATA PROGRAM (PDP) DATABASE</b>		
	<p>a Master File</p> <p>Product information, residue findings, and process control recoveries for each sample analyzed along with quality assurance/control recoveries for each set of samples</p>	<p>PERMANENT Cut-off after annual reconciliation at the end of calendar year</p> <p>Transfer 5 years after cut-off in five year blocks</p> <p>When schedule is approved transfer 1991-2007 data Transfer first 5 year block of data (2008-2012 data) in 2017</p>	NCI-136-05-7 Item 1 b
	<p>b PDP Database Management overview document, PDP Data Dictionary, PDP Data Table Relationship diagram, and PDP Data Life Cycle diagram</p>	<p>PERMANENT Transfer concurrently with the master file (see item 3 b)</p>	NCI-136-05-7 Item 1 d
	<p>c Outputs - Subsets of the PDP calendar-year databases available for downloading from the PDP Website containing some of the sampling data, all reported residue findings, and reference lists for interpreting codes</p>	<p>TEMPORARY Cut-off at end of calendar year</p> <p>Destroy 25 years after cut-off</p>	NCI-136-05-7 Item 1 c 3
	<p>d Outputs - Ad hoc reports and customized datasets produced for EPA, other Federal and State agencies, grower groups, chemical manufacturers, and universities</p>	<p>TEMPORARY Delete after information has been verified and sent</p>	NCI-136-05-07 Item 1 c 2
	<p>e Inputs - Approved data sets copied from the PDP/MDP Remote Data Entry (RDE) System database after review and authorization</p>	<p>TEMPORARY Cut off after reconciliation</p> <p>Destroy/delete 2 years after cutoff</p>	NCI-136-05-07 Item 1 a

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Item 4	<b>MICROBIOLOGICAL DATA PROGRAM DATABASE</b>		
	a Master File Product information and analytical findings for each sample analyzed along with quality assurance/control recoveries for each set of samples	PERMANENT Cut-off after annual reconciliation at the end of calendar year Transfer five years after cut-off in five year blocks  When schedule is approved transfer 2001-2007 data Transfer first 5 year block of data (2008-2012 data)	NCI-136-06-11 Item 1b
	b MDP Database Management overview document, MDP Data Dictionary, MDP Data Table Relationship diagram, and MDP Data Life Cycle diagram	PERMANENT Transfer to the National Archives concurrently with the Master File	NCI-136-06-11 Item 1d
	c Outputs – Ad hoc and customized reports	TEMPORARY Delete after information has been verified and sent	NCI-136-06-11 Item 1 c 2
d Inputs – Approved data sets copied from the PDP/MDP Remote Data Entry (RDE) System database after review and authorization	TEMPORARY Cut off after reconciliation  Destroy/delete 2 years after cutoff	NCI-136-06-11 Item 1 a	