

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA USE ONLY)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	NI-136-97-1
1. FROM (Agency or establishment) United States Department of Agriculture (USDA)		DATE RECEIVED	2-25-97
2. MAJOR SUBDIVISION Agricultural Marketing Service (AMS)		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Executive Resources Office (ERO)/Information Management Branch		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4. NAME OF PERSON WITH WHOM TO CONFER Valarie Clark, Management Analyst, Records Mgmt. Julie Small, AMS Records Management	5. TELEPHONE 202-720-6363 202-720-4462	DATE	ARCHIVIST OF THE UNITED STATES
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 now needed for the business of 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 the General Accounting Office, under the provisions of Title 8 of the GAO Manual Guidance of Federal Agencies, ___X___ is not required, ___ is attached, or ___ has been requested		w/ withdrawn	
DATE 02/20/97	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE AMS Records Officer	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>United States Department of Agriculture Agricultural Marketing Service</p> <p>Tobacco Division</p> <p>This schedule covers program specific databases residing in the Q&A Database System.</p> <p>The Q&A Database System supports internal managerial functions by maintaining electronic versions of paper records consisting of privileged information about the tobacco industry and tobacco producers and manufactures information, as well as market news, inspection, personnel, and administrative information within the Tobacco Division</p>	withdrawn	

Withdrawn

Item #	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION	
		RECORD OFFICE	SUPERSEDED AUTHORITY
1	<p>TOBACCO IMPORT & PESTICIDES TESTING DATABASE</p> <p>The database is used to collect, process, and maintain an electronic version of the record copy . The information residing in the system contains data regarding the inspection services provided and billing information involving the importation of tobacco products into the United States. The data is extracted from various Tobacco Divisions Forms and the record copy output is retained in a paper format</p> <p>CUTOFF: Cut off the database at the end of each FY Destroy 3 years after cut off</p>	3 Years	Proposed
2	<p>END USE OF IMPORTED TOBACCO DATABASE</p> <p>The database is used to collect, process, and maintain information regarding the end user of tobacco products The data is extracted from various Tobacco Division forms and the record copy output is retained in a paper format</p> <p>CUTOFF: Cut off files at the end of each FY Destroy 3 years after cut off.</p>	3 Years	Proposed
3	<p>FEES DATABASE</p> <p>The database is used to collect, process, and maintain information regarding the fees collected for grading of domestic tobacco The data is extracted from various Tobacco Division forms This database is updated periodically with information on the grading of imported tobacco by grade and country origin The record copy output is retained in a paper format.</p> <p>CUTOFF Cut off files at the end of each FY. Destroy 3 years after cut off</p>	3 Years	Proposed