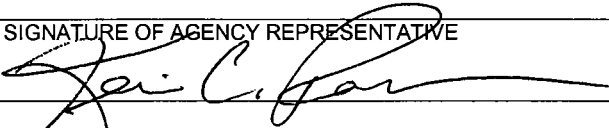


<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NI-145-09-3</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>9/30/09</i>	
1 FROM (Agency or establishment) <b>United States Department of Agriculture (USDA)</b>		NOTIFICATION 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 <b>Farm Service Agency (FSA)</b>			
3 MINOR SUBDIVISION <b>Commodities Systems Office (CSO)</b>			
4 NAME OF PERSON WITH WHOM TO CONFER <b>KEVIN C. RAMSEUR</b>	5 TELEPHONE NUMBER <b>(202) 690-1560</b>	DATE	ARCHIVIST OF THE UNITED STATES <b>WITHDRAWN</b>
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 (mm/dd/yyyy) 09/29/2009	SIGNATURE OF AGENCY REPRESENTATIVE 		TITLE Agency Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1.	Record Group – 145 <u>COMMODITY MANAGEMENT SYSTEMS</u> <b>Processed Commodity Inventory Management System(PCIMS) (Mission Critical – Vital Record)</b> System Purpose: PCIMS is a tri-agency system shared by FSA, Agricultural Marketing Service (AMS), and the Food and Nutrition Service (FNS) It supports the annual acquisition, tracking, and distribution of commodities acquired by USDA for domestic and foreign food assistance programs and market support purposes FNS uses it to manage extensive ordering, entitlement, and distribution processes involving FNS HQ, Regional Offices, and State Food Distribution Agencies (SDAs) AMS and FSA purchase a variety of food products in support of the National School Lunch Program and other federal, domestic and foreign food assistance programs These purchases help stabilize prices in agricultural commodity markets by balancing supply and demand Other major components of the system are used for financial and program management, reporting, and control to track domestic and export commodity requests against purchases and distributions from inventory Program supported - School lunches, supplements for Indian reservations, prisons, and the Women, Infants, Children Supplemental Food Feeding program, and Disaster Relief <b>This system contains Personal Identifiable Information (PII)</b>		<b>WITHDRAWN</b> <i>Agency's Request</i> <i>3/30/2012</i>

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
2.	<p><b>a Inputs:</b> Internal user input of notices to deliver, delivery orders, invoice packages, grading certificates, shipping manifests etc</p> <p><b>Disposition:</b> TEMPORARY – Destroy after 7 fiscal years</p> <p><b>b Master Files:</b> Accounting, Name and Address, Contracts, Storage, Invoicing, Notices to Deliver, Delivery Orders, Disbursements, Transportation, Inventory Control, and Claims</p> <p><b>Disposition:</b> PERMANENT – Transfer to NARA upon decommissioning of the system</p> <p><b>c Outputs:</b> Accounting, Name and Address, Contracts, Storage, Invoicing, Notices to Deliver, Delivery Orders, Disbursements, Transportation, Inventory Control, and Claims</p> <p><b>Disposition:</b> TEMPORARY – Destroy after 7 fiscal years</p> <p><b>d System Documentation:</b> Electronic Techbooks, record layouts, and database design</p> <p><b>Disposition:</b> PERMANENT – Transfer to NARA with related data</p> <p><b>Commodity Operations Systems (COS) (Mission Critical – Vital Record)</b></p> <p><u>System Purpose</u> Supports the procurement of commodities exported under Foreign Food Aid for Humanitarian Assistance Programs The system also supports Indefinite Delivery and Indefinite Quantity (IDIQ) contracts for domestic purchases such as School Lunch Programs Software components/applications integrated into COS include the following Bid Preparation and Evaluation System (BPES), Common Table System (CTS), Export Bid Entry System (EBES), Food Aid Request Entry System (FARES), Freight Bid Entry System (FBES), Invitation Preparation System (IPS), Long Term Contracting System (LTCS), Port Entry System (PES), Public Viewing System (PVS) and the Security Administration System (SAS)</p> <p><b>This system contains Personal Identifiable Information (PII)</b></p> <p><b>a Inputs:</b> User inputs from web-based user interface and data input from Processed Commodities Inventory Management System (PCIMS)</p> <p><b>Disposition:</b> TEMPORARY – Destroy after 7 fiscal years</p>		<p><b>WITHDRAWN</b></p> <p><i>At Agency's Request</i></p> <p><i>3/30/2012</i></p>

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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)	
3.	<p><b>b Master Files:</b> Commodity requests, solicitations, commodity bids, freight bids and awards are captured using COS Systems</p> <p><b>Disposition:</b> TEMPORARY - Destroy after 7 fiscal years</p> <p><b>c Outputs:</b> Bid and Award Reports</p> <p><b>Disposition:</b> TEMPORARY - Destroy after 7 fiscal years</p> <p><b>d System Documentation:</b> Electronic User Manuals, System architecture and flow diagrams</p> <p><b>Disposition:</b> PERMANANT – Transfer to NARA with related data</p> <p><b>Electronic Distribution of Disbursement Data (ED3)</b>  <u>System Purpose</u> ED3 provides a method for three systems to electronically transmit and collect information via the World Wide Web Disbursement data from the Processed Commodities Inventory Management System (PCIMS), Grain Inventory Management System (GIMS), and Centralized Disbursements System (CDS) is consolidated and made available on the Web immediately after payments are transmitted and certified ED3 also provides Storage Invoicing functionality  <b>This system contains Personal Identifiable Information (PII)</b></p> <p><b>a Inputs:</b> Data import from GIMS and PCIMS Internal and external user input</p> <p><b>Disposition:</b> TEMPORARY – Destroy 1 fiscal year after payment</p> <p><b>b Master Files:</b> Disbursement and Storage Invoicing data, vendor and warehouse contact information</p> <p><b>Disposition:</b> TEMPORARY – Destroy Disbursement and Storage Invoicing data 1 fiscal year after payment</p> <p>PERMANENT - Vendor and warehouse contact information is retained indefinitely Transfer to NARA with related data</p>		<p>WITHDRAWN</p> <p><i>At Agency's Request</i></p> <p><i>3/30/2012</i></p>	

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
4.	<p><b>c Outputs:</b> Aging Analysis, Adjustment Control, Receivables, Unresolved and Disputed Invoices, Invoices Released from Stop Pay, Invoices Released for Payments</p> <p><b>Disposition:</b> TEMPORARY - Destroy 1 fiscal year after payment</p> <p><b>d System Documentation:</b> Electronic Technical Handbook</p> <p><b>Disposition:</b> PERMANANT – Transfer to NARA with related data</p> <p><b>Domestic Electronic Bid Entry System (DEBES)</b>  <u>System Purpose</u> To solicit and receive bids for the domestic distribution of food assistance System supports Supplements for Indian reservations, prisons, and the Women, Infants, Children Supplemental Food Feeding program, and Disaster Relief</p> <p><b>a Inputs:</b> Data import from GIMS and PCIMS Internal and external user input</p> <p><b>Disposition:</b> TEMPORARY – Destroy after 7 fiscal years</p> <p><b>b Master Files:</b> Vendor Bid information, Vendor Constraint information, Linear Processing comparisons of Bids and constraints to obtain lowest landed cost, and Bid Award Data Vendor Name and Address, Bid Prices, Constraint terms, Award details</p> <p><b>Disposition:</b> PERMANENT - Transfer to NARA with related data</p> <p><b>c Outputs:</b> Bidder Information, Invitation, Vendor Lists and Offer reports</p> <p><b>Disposition:</b> TEMPORARY - Destroy after 7 fiscal years</p> <p><b>d System Documentation:</b> Electronic Techbook</p> <p><b>Disposition:</b> PERMANANT – Transfer to NARA with related data</p>		<p>WITHDRAWN</p> <p>AT Agency's Request 3/30/2012</p>

7 ITEM NO

8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9 GRS OR SUPERSEDED JOB CITATION

10 ACTION TAKEN (NARA USE ONLY)

5

**Grain Inventory Management System (GIMS)**  
**CUMC is a (Mission Critical – Vital Record)**  
System Purpose GIMS supports the enactment of USDA policies to acquire, market and dispose of inventory to support the stabilization of prices in the United States grain and peanut trade. It is a mainframe based, integrated online and batch data base system which controls, accounts for, and reports on the acquisition, storage, and disposition of all Commodity Credit Corporation (CCC) owned bulk grain, rice, pulse crops and oilseed inventories. System supports Title II of Public Law 480, Food for Progress Program, Section 416(b) of the Agricultural Act of 1949, The U S Warehouse Act, The Food Conservation, and Energy Act of 2008, 7 CFR 735-742, 780, 1401, 1421, 1423, and 1427, PL 107-171, Special Competitive Provisions for Extra Long Staple (ELS) Cotton (for domestic users and exporters), Economic Adjustment Assistance Program (for upland cotton domestic users). Major sub-systems within GIMS includes Inventory Acquisition, Storage Invoicing, Warehouse Licensing and Contracting, Catalogs and Contract Sales, Loading Order Control and Settlements, Disbursements, Financial and Position Accounting, System Support with Table Maintenance, and Transportation. In addition, the Miscellaneous Commodities System (MCS) is maintained by CSO. MCS is used for the inventory maintenance of peanut forfeitures and for the Cotton User/Exporter Market Certificate (CUMC).  
**This system Contains PII**

a **Inputs:** The following forms are utilized: United States Warehouse Act (USWA) forms, Uniform Grain and Rice Storage Agreement (UGRSA) forms, Peanut Storage Agreement (PSA) forms, the Special Competitive Provisions for Extra Long Staple (ELS) Cotton forms, Upland Cotton Economic Adjustment Assistance Program forms.

**Disposition:** TEMPORARY – Destroy after 6 fiscal years

b **Master Files:** Contains Warehouse Contract Functions under UGRSA, Storage Inventory Invoicing, Community Inventory Control, Merchandising, Inventory & Forecasting Reports, Transportation Contracts and Invoicing, Loading Order Control and Settlement, Warehouse Federal Licensing, Freight Payables, Disbursements & Receivables, Cotton User/Exporter Market

WITHDRAWN

*At Agency's Request  
 3/30/2012*

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
6	<p>Certificate (CUMC), and Peanut Inventory (PIMS)</p> <p><b>Disposition:</b> PERMANENT - Transfer to NARA with related data</p> <p>c <b>Outputs:</b> Statistical and Narrative reports</p> <p><b>Disposition:</b> TEMPORARY - Destroy after 10 fiscal years</p> <p>d <b>System Documentation:</b> Electronic and Paper documentation and user manuals.</p> <p><b>Disposition:</b> PERMANANT – Transfer to NARA with related data</p> <p><b>Warehouse Examiners Data System (WEDS)</b>  <b>(Mission Critical – Vital Record)</b>  <u>System Purpose</u> Supports the United States Warehouse Act (USWA) and Commodity Credit Corporation (CCC) Examination Programs, which require federal warehouse examiners to audit various criteria associated with the proper maintenance of commodities in warehouse operations. This includes actual measured inventory quantity on-hand by commodity to meet their same negotiable and non-negotiable obligations to their customers. The primary users of the WEDS application are USDA FSA Warehouse examiners throughout the United States  <b>This system contains Privacy Act Data</b></p> <p>a <b>Inputs:</b> Warehouse Records</p> <p><b>Disposition:</b> TEMPORARY – Destroy after 6 fiscal years</p> <p>b <b>Master Files:</b> Warehouse examination reports containing Commodity inventories, bin charts, warehouse receipt and non-negotiable obligation listings, insurance reports, and audits</p> <p><b>Disposition:</b> PERMANENT - Transfer to NARA with related data</p> <p>c <b>Outputs:</b> Hardcopy forms are generated from the system</p> <p><b>Disposition:</b> TEMPORARY - Destroy after 6 fiscal years</p>		<p>WITHDRAWN</p> <p>AT Agency's Request 3/30/2012</p>

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
7	<p>d. <b>System Documentation:</b> 3-WA Grain Warehouse Examiners Handbook</p> <p><b>Disposition:</b> Destroy when superseded or obsolete.</p> <p><b>Commodity Operations System Enterprise Data Warehouse (COSEDW)</b></p> <p><u>System Purpose</u> To extract and retain data from multiple commodity operations source systems and make the data available for management, user scheduled reporting, analysis, and ad hoc queries. Supports Title II/ Title III/ Food For Progress/Section 416/ McGovern-Dole, PL480, FDPIR, NSLP, CSFP, TEFAP <b>This system contains PII.</b></p> <p>a <b>Inputs:</b> Extracted from multiple source systems.</p> <p><b>Disposition:</b> As determined by source systems</p> <p>b. <b>Master Files:</b> Detailed information concerning Name and Address, Contracts, Storage, Invoicing, Notices to Deliver, Delivery Orders, Disbursements, Transportation, Inventory Control, Claims, commodity requests, solicitations, commodity bids, freight bids and awards.</p> <p><b>Disposition:</b> TEMPORARY – Destroy after 6 fiscal years</p> <p>c. <b>Outputs:</b> Various managerial reports to include but not limited to: Food Aid Tracking Data Mart Reports, Export Operations Data Mart Reports, Export Tracking Data Mart Reports, Market Share Data Mart Reports, Market Share Analysis Reports, Vendor Reports, other Miscellaneous Reports.</p> <p><b>Disposition:</b> TEMPORARY - Destroy after 6 fiscal years.</p> <p>d <b>System Documentation:</b> Web Client user manual, Physical data model, user requirements, design document, data models, operations administration, Hyperion user guide, Data Mart Staging, Intranet Web Pages</p> <p><b>Disposition:</b> Destroy when superseded or obsolete</p>		<p>WITHDRAWN</p> <p>AT Agency's Request 3/30/2012</p>

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
8	<p><b>Export Tracking Systems (ETS)</b>  <b>(Mission Critical – Vital Record)</b>  <u>System Purpose:</u> Tool to allow FSA to invoice/track and report on marine cargo losses relative to USAID and FAS humanitarian programs. Supports Title II/ Title III/ Food For Progress/Section 416/ McGovern-Dole</p> <p>a. <b>Inputs:</b> Paper contract information.</p> <p><b>Disposition:</b> TEMPORARY - Destroy 6 fiscal years after contract is closed</p> <p>b. <b>Master Files:</b> No personal information is kept. Records partner/ customer names who participate in FSA food programs, vessel information; country/port information (i.e. where the commodity is shipped from and its final destination, and commodity loss information. These are general operational program fields</p> <p><b>Disposition:</b> TEMPORARY - Destroy 6 fiscal years after contract is closed.</p> <p>c. <b>Outputs:</b> Risk assessment and ad hoc loss information reports, both statistical and narrative in paper form.</p> <p><b>Disposition:</b> PERMANENT – Transfer to Federal Records Center 2 fiscal years after contract is closed</p> <p>d. <b>System Documentation:</b> N/A</p> <p><b>Disposition:</b> N/A.</p>		<p>WITHDRAWN</p> <p><i>At Agency's Request</i>  <i>3/30/2012</i></p>