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REQUEST FOR RECORDS DISPOSITION AUTHORITY			JOB NUMB	26-06	<u>-1</u>		
To: NATIONAL ARCHIVES & RECORDS AMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001			Date received 4/26/06				
FROM (Agency or establishment)			110	1 7			
United States Department of Agriculture			N	IOTIFICATION	TO AGENCY		
2. MAJOR SUBDIVISION				s of 44 U.S.C. 3303a, the			
Foreign Agricult			disposition request, including amendments, is approved except for items that may be marked "disposition not				
3. MINOR SUBDIV				ithdrawn" in colu			
Knowledge Mana	agement  ON WITH WHOM TO CONFER	5. TELEPHONE NUMBER	DATE	ARCHIVIST	OF THE UNITED STATES		
Jonathan E. Jone		202-690-1870	8/2106		Sevention		
JOHAHIAH E. JOHE		202 030-1070	G ( F ( G P	Manno a	27. 4 90-		
I hereby certify proposed for dis the retention per GAO Manual fo	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.  is not required is attached; or has been requested						
DATE 12 APPIL	2006 SIGNATURE OF AGE	NCY REPRESENTATIVE	RECORDS OFICER				
7. ITEM NO.		ND PROPOSED DISPOSITION	SUPERS CIT	RS OR SEDED JOB ATION	10. ACTION TAKEN (NARA USE ONLY)		
1	The Global Agriculture Inform U.S. Department of the Agricultural Service (FAS) info web-based system that allows u overseas reports from 1995 to the reports by date range, country, of title. FAS overseas offices subm year, approximately half of white reports.  Information is input into GAIN reports from FAS Overseas Atta into the system include Trade P Biotechnology, Commodity Rep Public information can be access search engine at: http://www.fas.usda.gov/scripts  Current search parameter option searched back to January 1, 199 commodities, countries, other si (AGR) number. All reports accumclassified.  This job will supersede FAS Jo which scheduled the paper vers	ture (USDA) Foreign ormation system. GAIN is a sers to search FAS' database of the present. Users can search commodity, or key word in the nit more than 3,000 reports perich are scheduled periodic.  by the submission of various aches via e-mail. Reports input Policy Reports, Agricultural ports, and Market Reports. seed through the FAS GAIN sw/AttacheRep/default.asp.  Institute date (GAIN can be 25 to current reports), subject, or by Agricultural Reports are through this portal are seed through this portal are	ort	8-1/Item 72			

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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB	10. ACTION TAKEN
7.11EW NO.	U. DESCRIPTION OF THEM AND PROPOSED BIG CONTON	CITATION	(NARA USE ONLY)
1.	a. Inputs: Submission of various reports by FAS Attaches via e-mail, or other means of transmittal.  Disposition: Temporary. Delete when data have been entered	GRS 20/Items 2a, b, c.	(
	into the master file or database and verified, or when no longer required to support reconstruction of, or serve as back up to, a master file or database, whichever is later.	Grad Zorramo Zu, e, e.	
	<b>b.</b> Master Data File. Consists of various reports input into GAIN, including Trade Policy Reports, Agricultural Biotechnology, Commodity Reports, and Market Reports.		,
	i. Public Reports. Those reports previously made available on the FAS website.		
	Disposition: <b>PERMANENT</b> : Transfer an electronic copy of GAIN data (1995-) in accordance with 36 CFR 1228. 270, or in an electronic form acceptable to both USDA/FAS and NARA upon approval of schedule. Thereafter, transfer an electronic copy of the GAIN file to NARA at the end of calendar year in accordance with 36 CFR 1228. 270, or in an electronic form acceptable to both USDA/FAS and NARA.		
	ii. Non-Public Reports. Those reports not previously made available on the FAS website because of proprietary or business confidential information, or other exemption to FOIA.		
	Disposition: <u>PERMANENT</u> : Transfer an electronic copy of GAIN data (1995-) in accordance with 36 CFR 1228. 270, or in an electronic form acceptable to both USDA/FAS and NARA upon approval of schedule. Thereafter, transfer an electronic copy of the GAIN file to NARA at the end of calendar year in accordance with 36 CFR 1228. 270, or in an electronic form acceptable to both USDA/FAS and NARA.		
	e. Outputs. Electronic and paper copy of various reports (Trade Policy Reports, Agricultural Biotechnology, Commodity Reports, and Market Reports) contained in the GAIN system.	GRS 20/Items 5 and 6.	
	Disposition: Temporary. Delete/Destroy when no longer needed for agency business, administrative, or legal needs.		

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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)
	d. <u>Documentation</u> . <b>PERMANENT</b> . Transfer copy of GAIN documentation in paper or electronic form with GAIN master files. Documentation will include records required to plan, develop, operate, maintain and use the GAIN system. Documentation may include systems specifications, file specifications, codebooks, record layouts, user guides and output specifications. If documentation is updated, forward a copy to NARA.		
2.	Electronic Mail and Word Processing System Copies.  Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of he records covered by other items in this schedule. Also includes electronic copies of he records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.  Disposition. Temporary. Destroy/Delete when no longer needed for administrative or other references purposes.	GRS 20, Item 13, Item 14.	