

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
*(See Instructions on page 2.)*

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
 WASHINGTON, DC 20408

1. FROM (Agency or establishment)  
 USDA Agricultural Research Service

2. MAJOR SUBDIVISION  
 Office Office Of the Chief Information Officer

3. MINOR SUBDIVISION  
 OMAR

4. NAME OF PERSON WITH WHOM TO CONFER  
 Ms. Joanne Holden

5. TELEPHONE  
 301-504-0630

LEAVE BLANK (NARA use only)

JOB NUMBER  
 NI-310-09-2

DATE RECEIVED  
 5/18/09

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE ARCHIVIST OF THE UNITED STATES  
 7/21/09 *Adrian Thomas*

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 Agencies,

is not required;  is attached; or  has been requested.

DATE  
 04/16/09

SIGNATURE OF AGENCY REPRESENTATIVE  
*James O. Wolf*

TITLE  
 REE 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 GRS OR SUPERSEDED JOB CITATION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)

Please see attached.

**Agricultural Research Service**

1.

**Nutrient Databank System (NDBS)**

a. ~~Inputs:~~

~~Preformatted online forms used to enter Information into the NDBS system. The sources of the input data is from food companies, trade associations, USDA and other government research and USDA sponsored contracts. The forms provide continuous access to the databases for the update, maintenance, query and input of nutrient data.~~

~~Disposition: **Temporary.** Destroy/delete after Data entered is validated or when no longer Needed for reference, whichever is later.~~

b. Master File.

The NDBS master file contains stored data and information for the Standard Reference, which contains food composition data on up to 140 food components for over 7,500 food items. In addition to the nutrient values, data is stored on the source of the data values. This includes the literature source for data from published research, and the source of the samples, sample handling, method of analysis and the quality control for samples analyzed under USDA sponsored contracts.

Disposition: **Permanent.** Cutoff the master file at the end of the calendar year. Transfer a copy to NARA 5 years after cutoff in accordance with applicable NARA transfer instructions in place at the time of transfer.

~~Pre accessioning of the records is authorized by mutual agreement between USDA/ARS and NARA.~~ Pre-accession Policy revoked 4/19/2022

c. ~~Outputs.~~

~~Includes ad hoc reports and queries.~~

~~Disposition: **Temporary.** Destroy/delete when no longer needed for reference.~~

GRS 20  
Item 2a(4)

GRS 20 Items 5, 6

	<p style="text-align: center;">Nutrient Databank System (NDBS)</p> <p>d. <del>Documentation</del> such as codebooks, data dictionary, files specifications, record layouts, and user guides.</p> <p>Disposition: <del>Permanent</del>. Transfer to the National Archives with the permanent Electronic records to which the documentation relates.</p>	<p style="text-align: center;">GRS 20 Item 11a(2)</p>	
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