

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on page 2.)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-310-09-2	DATE RECEIVED 5/18/09
1 FROM (Agency or establishment) USDA Agricultural Research Service		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Office Office Of the Chief Information Officer		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 OMAR			
4 NAME OF PERSON WITH WHOM TO CONFER Ms Joanne Holden	5 TELEPHONE 301-504-0630	DATE 7/21/09	ARCHIVIST OF THE UNITED STATES 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 <i>James O. Neal</i>	TITLE REE Records Management Officer
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
	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.

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

Nutrient Databank System (NDBS)

d ~~Documentation such as codebooks, data dictionary, files specifications, record layouts, and user guides~~

~~Disposition: **Permanent.** Transfer to the National Archives with the permanent Electronic records to which the documentation relates~~

GRS 20  
Item 11a(2)