

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		JOB NUMBER <i>NI-310709-3</i>	
1 FROM (Agency or establishment) USDA – Agricultural Research Service		Date received <i>9/28/09</i>	
2 MAJOR SUBDIVISION Beltsville Agricultural Research Center		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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OF PERSON WITH WHOM TO CONFER Teresa McDuffie-Frye	5 TELEPHONE NUMBER 301-504-1017	DATE	ARCHIVIST OF THE UNITED STATES WITHDRAWN
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 <i>09-22-09</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Teresa McDuffie-Frye</i>		TITLE <i>REF Records Mgmt. Officer</i>
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<u>Beltsville Agricultural Research Center (BARC) Systems</u> BARC conducts research to develop and transfer solutions to agricultural problems of high national priority and provide information access and dissemination through programs develop in the area of plant science, animal and natural resources, human nutrition research, and arboretum science.		

<p>1.</p>	<p><u>DHIA Genetic Evaluations System</u> – a collaboration tool used to test and study information in the field of quantitative genetics in bulls, cows, and goats</p> <p><u>a. Input</u> into the database consist of a form preformatted with the following information areas</p> <p>Production data Animal identification data Genetic evaluation data Uniform type data Reproductive data Owner name and address data Research data Calving ease data Genetic evaluation procedures</p> <p>Disposition TEMPORARY Destroy/delete after the information has been put into the system and verified, or when no longer needed for legal or audit purposes</p> <p><u>b. Master File</u></p> <p>The system contains lactation records from cows and pedigree records for bulls, cows, and goats, the animal traits, health records, reproductive records, test dates, country codes, and herd owner names and addresses</p> <p>Disposition PERMANENT Cut off information at the end of every fiscal year Transfer to the National Archives in accordance with 36 CFR 1228 270 and related NARA instructions and guidance NARA may destroy a previous version of the data after verification that a subsequent transfer contains the information in that version</p> <p><u>c. Output File</u></p> <p>The system outputs query/ad hoc reports on genetic evaluations of bulls and cows on the website http://aipl.arsusda.gov/eval.htm Some information is also fed into the National Nutrient Databank (N1-310-09-2)</p> <p>Disposition TEMPORARY</p> <p>(1) Destroy printed copies when no longer needed for administrative, legal, audit, or other operational purposes</p> <p>(2) Delete electronic copies when no longer needed for administrative, legal, audit, or other operational process</p>	<p>GRS 20, Item 2b</p> <p>GRS 20, Item 16</p> <p>GRS 20, Item 12a</p>	
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2	<p><u>d. System Documentation</u></p> <p>(1) Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports relating to the USDA-DHIA GES</p> <p>Disposition PERMANENT Transfer a copy of the documentation to NARA w/the files from the database Transfer updates and changes w/subsequent transfer of the files</p> <p>(2) Copies of records relating to system security</p> <p>Disposition TEMPORARY Destroy/delete 1 year after information is superseded</p> <p><u>Systematic Entomology Laboratory Identification System</u> – a tracking and reporting system of identifications of insects and mites submitted to the Plant Science Institute</p> <p><u>a. Input</u> Inputs consists of</p> <p>(1) SEL's Insect Identification Request Form ARS-748</p> <p>(2) Insect specimen</p> <p>Disposition TEMPORARY Destroy/delete after the information has been put into the system and verified, or when no longer needed for legal or audit purposes</p> <p><u>b. Master File</u></p> <p>(1) Submitters name, address, email address, and phone number (Sensitive)</p> <p>(2) Host information,</p> <p>(3) Locality data,</p> <p>(4) Collecting dates,</p> <p>(5) Reference numbers for specimens submitted,</p> <p>(6) Names of SEL taxonomists or affiliated cooperators to whom specimens are/were assigned and the identifications that they provide (taxon names running the gamut from order to subspecies),</p> <p>(7) Any notes that the taxonomist may make to explain a non-species identification or other information that the taxonomist may feel would be useful to the submitter</p> <p>Disposition TEMPORARY Cut off information at the end of every fiscal year in which assignment has been completed Destroy when 10 fiscal years old</p>	<p>GRS 20, Item 11a(2)</p> <p>GRS 24, Item 5b</p> <p>GRS 20, Item 2b</p>	
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c. Output File

- (1) Reports of the SEL ID's
- (2) Reports on assignments
- (3) Reports of specimens

Disposition TEMPORARY

- (1) Destroy printed copies when no longer needed for administrative, legal, audit, or other operational purposes
- (2) Delete electronic copies when no longer needed for administrative, legal, audit, or other operational process

GRS 20, Item 16

GRS 20, Item 12a

d. System Documentation

- (1) Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports relating to the SGMD

Disposition TEMPORARY Cut off at the end of the fiscal year when information is superseded and/or obsolete Destroy when 1 fiscal year old

GRS 20, Item 11a(1)

- (2) Copies of records relating to system security

Disposition TEMPORARY Destroy/delete 1 year after information is superseded

GRS 24, Item 5b

3

Soybean Genomics and Microarray Database – serves a sequence repository holding DNA sequences for numerous EST's and a microarray experiment database

a. Input

- (1) DNA Microarray experiments which are performed at the Matthew's laboratory which identify resistance genes in soybean against a dangerous pest known as the soybean cyst nematode
- (2) Sequence Database which shows the soybean ID, Names, GenBank Accession Numbers, and Size
- (3) Collaboration information from several USDA scientists on the expression of genes found in resistant and susceptible soybeans in response to viral, bacterial, and fungal pathogens in addition to those expressed upon invasion by the soybean cyst nematode

	(2) Copies of records relating to system security Disposition TEMPORARY Destroy/delete 1 year after information is superseded	GRS 24, Item 5b	
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