

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
		JOB NUMBER <i>NI-310-12-3</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>7/11/11</i>	
1 FROM (Agency or establishment) USDA – Agricultural Research Service		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION National Programs		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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			
4 NAME OF PERSON WITH WHOM TO CONFER Teresa McDuffie-Frye	5 TELEPHONE NUMBER 301-504-1017	DATE <i>31 Jan 12</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
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 checked="" type="checkbox"/> is not required, <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE <i>09-23-2011</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Teresa McDuffie-Frye</i>		TITLE <i>REE 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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>Crop Production and Protection</u> The (CPP) Program Information Systems consists of databases, modules, and models that are used to support researchers in developing program priorities, providing program review and evaluation, and recommending appropriate redirection of research and real location of resources for plant science programs **Systems that garner significant notoriety and research will be scheduled separately.**		

a. Inputs

The inputs may consist of

- research that aids in furnishing genetic, genomic, and bioinformatic tools, information, and genetic resources to enhance American agricultural productivity and ensure a high quality, safe supply of food, fiber, feed, ornamentals, and industrial products
- research on plants that form the basis for greater crop productivity and efficiency, better product quality and safety, improved protection against pests and diseases, and sustainable practices that maintain environmental quality
- research strategies to reduce losses caused by plant diseases that are effective and affordable while maintaining environmental quality
- research to provide technology to manage pest populations below economic damage thresholds by the integration of environmentally compatible strategies that are based on increased understanding of the biology and ecology of insect, mite, and weed pests
- research to increase cropping efficiency, productivity, quality, marketability, and protection of annual, perennial, greenhouse, and nursery crops while maintaining or enhancing worker safety and environmental quality
- research to develop environmentally compatible and economically feasible alternatives to the use of methyl bromide as a soil and post harvest commodity treatment

Disposition TEMPORARY Destroy/delete after the information has been entered into the system and verified, or when no longer needed for administrative, legal, audit, or other operational purposes (GRS 20, Item 2c)

b. Master Files

The master files may consist of data about

- plant and microbial genetics
- crop informatics, genomics, and genetic analyses
- detection, identification, and characterization of plant pathogens
- plant disease resistance
- insects and mites
- weeds
- terrestrial, aquatic, and wetland weeds

Disposition TEMPORARY Cut off information at the end of the fiscal year in which assignment has been completed, information is migrated to a new system/process, or no longer needed for research purposes Data will be retained in the system for a minimum of 10 years Delete when no longer needed for administrative, legal, audit, or other operational purposes

	<p>c. Outputs</p> <p>Outputs may consists of but are not limited to various reports and queries</p> <p>- Reports are transferred and maintained in the Research Doc Database which is a part of the Agriculture Research Information System (ARIS) (N1-310-08-01)</p> <p>Disposition TEMPORARY</p> <ol style="list-style-type: none"> 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 purposes <p>(GRS 20, Item 4)</p> <p>d. System Documentation</p> <p>Data system specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium) relating to the master file</p> <p>Disposition Temporary Cut off at the end of the fiscal year in which the information is superseded and/or obsolete Destroy when 1 FY old (GRS 20, Item 11a(1))</p>		
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