

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
		JOB NUMBER <i>NI-310-12-4</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 M. 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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>Nutrition, Food Safety, and Quality NFSQ Program Information Systems</u> The (NFSQ) Program Information Systems consists of databases, modules, and models that are developed to define the role of food and its components in optimizing health for all Americans, develop tests and processes that keep the food supply safe, reduce and control pathogens and toxins in agricultural products, and improve the economic viability and competitiveness of American agriculture by enhancing the quality and utilization of agricultural commodities for the benefit of producers and consumers **Systems that garner significant notoriety and research will be scheduled separately.**		

~~a. Inputs~~

The inputs may consist of

- research to ensure that the food supply is safe and secure for consumers and that food meet foreign and domestic regulatory requirements
- research in defining the role of food and its components in optimizing health throughout the life cycle for all Americans
- research of the economic viability and competitiveness of U S Agriculture

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

- food and food composition
- nutrient values of food and plants
- food supply
- physical activities
- plant and plant product composition

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

~~c. Outputs~~

Outputs may consists of but are not limited to various reports and queries

- Reports are submitted and maintained in the Research Doc Database which is a part of the Agriculture Research Information System (ARIS) (N1-310-08-01)

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 purposes

(GRS 20, Item 4)

~~d. System Documentation~~

Data system specifications, file specifications, codebooks, record layouts, user guides, output

	<p>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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