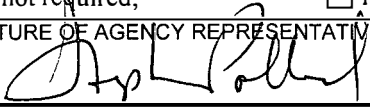


REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		JOB NUMBER <i>71-355-06-1</i>	
1 FROM (Agency or establishment) United States Department of Agriculture		Date received <i>6-13-2005</i>	
2 MAJOR SUBDIVISION National Agricultural Statistics Service		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Wayne Matthews	5. TELEPHONE NUMBER 614-728-2100	DATE	ARCHIVIST OF THE UNITED STATES WITHDRAWN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 checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 10/10/05	SIGNATURE OF AGENCY REPRESENTATIVE 		TITLE <i>Agency Records Officer</i>
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 GRS OR SUPERSEDED JOB CITATION	10.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	Please see attached:		WITHDRAWN <i>11/15/06</i> <i>RF</i>

Estimates Processing System (EST)

The USDA National Agricultural Statistics Service (NASS) uses the EST system to store and process survey results to assist statisticians in handling survey indications, comments, and charts in support of preparing official agricultural estimates. The system is used within NASS. There are approximately 60 users in HQ and 250 users nationwide of this system. The system is maintained in HQ (Washington, D.C.) and distributed to each State Field Office (46 Novell Servers). Data is entered into the system and sent back to HQ via Lotus Notes Mail. The data is compiled in HQ and used as input to the Publications System (PUB).

1. **Inputs:** Survey indications from the Market Sensitive Surveys System (MSS).

Disposition: Cut off files at end of each survey for indications and post to EST database. Destroy 10 years after files are cutoff or until no longer need for reference, whichever is later.

2. **Outputs:** Final estimates that are used as input to the Publications System (PUB) for statistical reports.

Disposition: Cut off files at end of each survey and post to EST database. Destroy 10 years after files are cutoff or until no longer need for reference, whichever is later.

3. **System documentation:** Standard documentation for critical systems compiled for the Certification and Accreditation process.

Disposition: Destroy when superseded or obsolete, or when system is no longer in use.

WITHDRAWN

11/15/06 RF

Market Sensitive Surveys (MSS) Systems

The USDA National Agricultural Statistics Service (NASS) uses the MSS system for utilizing input of survey responses from various gathering methods, the editing, analysis, and summarization of the data. The system is used within NASS. Data is entered into the MSS system through a variety of means including computer assisted data entry screens, and key entry software. The survey responses are then used by the Estimates Processing (EST) system to set statistical estimates.

1. **Inputs:** Survey responses that are entered into the system through a variety of means including computer assisted data entry screens, and key entry software.

Disposition: Destroy 30 days after the summarized or aggregated data for non Direct and Counter Cyclical Payment Program (DCP) crops are verified as complete and satisfactory.

Disposition: Cut off files at end of each survey year for DCP crops. Destroy 3 years after files are cutoff. Records are subject to GAO audit.

2. **Outputs:** Edited survey responses, indications and summaries to be used as input to the EST System for statistical estimates.

Disposition: Cut off files at end of each survey for edited survey responses and post to data warehouse database. Destroy 10 years after files are cutoff or until no longer need for reference, whichever is later.

Disposition: Cut off files at end of each survey for indications and post to EST database. Destroy 10 years after files are cutoff or until no longer need for reference, whichever is later.

Disposition: Cut off files at end of each survey for summaries. Destroy 10 years after files are cutoff or until no longer need for reference, whichever is later.

3. **System documentation:** Standard documentation for critical systems compiled for the Certification and Accreditation process.

Disposition: Destroy when superseded or obsolete, or when system is no longer in use.

WITHDRAWN

11/15/06 RF