

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
		JOB NUMBER <i>NI-355-07-1</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>11/3/06</i>	
1 FROM (Agency or establishment) Department of Agriculture		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION National Agricultural Statistics Service		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Wayne Matthews	5 TELEPHONE NUMBER 614-728-2100	DATE <i>11/6/06</i>	ARCHIVIST OF THE UNITED STATES <i>Al W...</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 <i>45-46</i> 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 27 2006	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>		TITLE Records Management Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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		

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1	<p align="center">NATIONAL AGRICULTURAL STATISTICS SERVICE (NASS)</p> <p>Unless otherwise noted, all items in this schedule are media-neutral</p> <p><u>Administrative Management Files</u></p> <p>Administrative management files are those records signed or originated by the Administrator, Deputy Administrator, and Associate Administrator. Such files include correspondence, speeches, organization charts, functional statements, reorganization studies, and other activities of a precedent-setting, policy-forming nature that applies specifically to NASS in connection with Federal and State entities, industry trade associations, and universities.</p> <p>a Significant correspondence files</p> <p>Records, such as letters, memorandums, forms, reports, and other data, documenting the development, implementation, and administration of plans and policies pertaining to the mission or functions of NASS, documenting organization charts, reorganization studies, and opinions and decisions of an important policy or those that set precedent, or that contain other substantive information.</p> <p>Disposition PERMANENT. Cut off at end of fiscal year. Transfer to inactive storage 5 years after cutoff. Transfer to NARA 10 years after cutoff.</p> <p>Volume 1 cubic ft</p> <p>Annual Accumulation Negligible</p> <p>b Routine correspondence files</p> <p>Records, such as letters, memorandums, forms, reports and other data, documenting day to day operations and routine administrative matters.</p> <p>Disposition Temporary. Cut off at end of fiscal year. Destroy/delete 10 years after cutoff, or when no longer needed for reference, whichever is later.</p>		

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2	<p><u>Official Speeches</u></p> <p>a Single record copies of prepared scripts of official speeches presented to a public audience by the NASS Administrator, the Associate Administrator, or the Deputy Administrators concerning agency policies and programs Includes videotapes, DVDs, speech scripts, radio scripts, indexes, clean copies of charts, graphs, and other visual aids that NASS or USDA has not published</p> <p>Disposition PERMANENT Cut off at end of calendar year Transfer to inactive storage 5 years after cutoff Transfer to NARA 10 years after cutoff</p> <p>Volume 3 cubic ft</p> <p>Annual Accumulation Negligible</p> <p>b Background files</p> <p>Includes background material used to develop the videotapes, DVDs, speech scripts, radio scripts, indexes, charts, graphs, and other visual aids</p> <p>Disposition Temporary Cut off at end of calendar year Destroy/delete 5 years after cutoff</p> <p>c Single record copies of prepared scripts of official speeches and lectures presented by Division Directors and other NASS officials, such as Branch Chiefs, Directors, and research personnel, to the public, or to Federal, State, or local government groups These speeches and lectures are presented to inform the audience of established agency policies and programs Includes scripts, charts, and other visual aids, which may or may not have been published by NASS or USDA</p> <p>Disposition Temporary Cut off at end of calendar year Destroy/delete 3 years after cutoff</p>	N1-355-86-1 Item 13a	2 OF 40
3	<p><u>Authority Delegations</u></p> <p>a Copies of Departmental documents delegating authority to the agency and/or specific positions to perform assigned functions and/or specific actions Includes original authority delegations issued by agency officials to identified positions</p> <p>Disposition Temporary Cut off at end of fiscal year in which authority expires Destroy/delete 3 years after cutoff</p> <p>b Original temporary or limited authority delegations issued by agency officials to individuals by name</p> <p>Disposition Temporary Destroy/delete when superseded or obsolete</p>	N1-355-86-1 Item 13b	
		N1-355-86-1 Item 6	

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4	<p><u>Management Improvement Programs</u></p> <p>Records generated as part of a cultural philosophy that promulgates management improvement programs. The focus is on streamlining operations, providing cost effectiveness, improving customer satisfaction, and continuing improvement of work processes or products. Included are proactive preventive program records that may provide internal information, advice or recommendations, and corrective action plans in response to management improvement recommendations.</p> <p>Disposition Temporary Cut off at end of calendar year Destroy/delete 5 years after cutoff</p>	N1-355-86-1 Item 9	3 OF 40
5	<p><u>Management Controls</u></p> <p>Management controls include records such as external investigations, audits, and surveys of NASS operations, and internal and/or limited audits, inspections, or reviews of agency operations.</p> <p>a Records of externally performed comprehensive investigations, audits, and surveys of NASS operations by the National Archives and Records Administration (NARA), General Accountability Office (GAO), Office of Inspector General (OIG), or other Federal agencies. Includes initial reports, agency final reports of corrective actions taken, and related pertinent correspondence.</p> <p>Disposition Temporary Cut off at end of fiscal year in which final necessary action is completed Destroy/delete 10 years after cutoff, or when no longer needed for reference, whichever is later.</p> <p>b Records of internal and/or limited audits, investigations, and special reviews of agency operations by NASS or other USDA agencies. Includes initial report, final report of corrective action taken, and related pertinent correspondence.</p> <p>Disposition Temporary Cut off at end of fiscal year in which final corrective action is taken Destroy/delete 5 years after cutoff, or when no longer needed for reference, whichever is later.</p> <p>c Routine correspondence, feeder reports, and similar documents of a related but routine nature.</p> <p>Disposition Temporary Cut off at end of fiscal year Destroy/delete 2 years after cutoff</p>	N1-355-86-1 Item 10	

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6	<p><u>Agreements</u></p> <p>Includes record copies of routine NASS agreements with the National Association of State Departments of Agriculture (NASDA), interagency cooperative agreements, research agreements, Memoranda of Understanding with State Government agencies or university systems, contracts and reimbursement - funds agreements, and formal approval of extensions/amendments that affect the agency program functions</p> <p>Disposition Temporary Cut off at end of year in which agreement or understanding is superseded or becomes obsolete. Destroy/delete 7 years after cutoff</p>	N1-355-86-1 Item 11a	
7	<p><u>Responses to Congress and Executive Office of the President Concerns and Requests for Federal Register Publication</u></p> <p>Records of agency response to Congress and Executive Office of the President concerning legislation, programs, policies, and requests for information Records of routine interaction and cooperation with other Federal, State, and local government agencies, educational institutions, and private organizations Also includes agency requests for Federal Register publication of regulatory, functional, or policy information Includes correspondence and reports.</p> <p>Disposition Temporary Cut off at end of calendar year Destroy/delete 5 years after cutoff, or when no longer needed for reference, whichever is later</p>	N1-355-86-1 Item 11b and NC1-29-84-3 Item 9	
8	<p><u>Legal Decisions and Opinions</u></p> <p>USDA Office of the General Counsel (OGC) opinions and comments of General Accounting Office (GAO) and Comptroller General decisions or instructions, legislation, and court decisions affecting NASS.</p> <p>Disposition Temporary Destroy/delete when no longer needed for reference</p>	N1-355-86-1 Item 7	
9	<p><u>Consultant Opinions Requested of NASS</u></p> <p>Correspondence, reports, and supporting analysis originated by NASS experts consulted by other agencies for proposed statistical research projects, data surveys, or methodology</p> <p>Disposition Temporary Cut off at end of calendar year Destroy/delete 2 years after cutoff, or when no longer needed for reference, whichever is later.</p>	N1-355-86-1 Item 8	

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10	<p><u>Survey Data Reporter Awards</u></p> <p>Awards of recognition presented by State Field Office directors to private citizens who voluntarily contribute statistical survey data regularly for a number of years. Includes correspondence, award notices, and copies of newspaper articles if awards are presented publicly.</p> <p>Disposition Temporary. Cut off at end of calendar year award is issued. Destroy 3 years after cutoff, or when no longer needed for reference, whichever is later.</p>	N1-355-86-1 Item 15	
11	<p><u>Survey and Census Publicity</u></p> <p>a Routine publicity records for surveys and censuses such as scripts prepared for radio stations and newspapers, news release announcements, and website announcements.</p> <p>Disposition Temporary. Cut off at end of each survey cycle. Destroy immediately or when no longer needed for reference.</p> <p>b Publicity records for surveys and censuses such as brochures, folders, and pamphlets prepared for distribution to the survey or targeted census population.</p> <p>Disposition PERMANENT. Cut off at end of calendar year. Transfer to inactive storage 5 years after cutoff. Transfer to NARA 10 years after cutoff.</p> <p>Volume 3 cubic ft.</p> <p>Annual Accumulation Negligible.</p> <p>c Press releases and radio scripts issued by the Administrators office.</p> <p>Disposition PERMANENT. Cut off at end of calendar year. Transfer to inactive storage 5 years after cutoff. Transfer to NARA 10 years after cutoff.</p> <p>Volume 1 cubic ft.</p> <p>Annual Accumulation Negligible.</p>		
12	<p><u>Emergency Preparedness</u></p> <p>Documents NASS's participation in the Departmental program. Includes Departmental instructions, correspondence, and reports involving compliance and related actions.</p> <p>Disposition Temporary. Cut off at end of calendar year. Destroy/delete 3 years after cutoff or when no longer needed for reference, whichever is later.</p>	N1-355-86-1 Item 12	

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13	<p><u>Committees, Boards, and Conferences</u></p> <p>a Records of official boards or advisory committees that are sponsored by NASS such as the Advisory Committee on Agricultural Statistics Includes agendas, minutes, final reports, related records documenting accomplishments, and collections of background material on proposed, new, or major modifications of existing NASS statistical survey and census programs Such proposals come from sundry public and private sources including Congress, private interest groups, and news media</p> <p>Disposition PERMANENT. Cut off at end of calendar year Transfer to NARA immediately after cutoff in accordance with NARA PDF transfer instructions, or other applicable transfer instructions</p> <p>b Records of official conferences that are sponsored by NASS such as NASS National Conferences Includes agendas, minutes, final reports, and related records documenting accomplishments</p> <p>Disposition PERMANENT. Cut off at end of calendar year that conference occurred Transfer to NARA immediately after cutoff in accordance with NARA PDF transfer instructions, or other applicable transfer instructions</p> <p>c Records of internal committees or councils such as Business, Enterprise Architecture, Information Technology, List Frame, and Program Planning Includes documentation relating to establishment, organization, membership, and charge for the committees or councils, as well as agenda, minutes, final reports, and related records documenting the accomplishments of the internal committees or councils</p> <p>Disposition Temporary Destroy/delete when 5 years old or when no longer needed for reference, whichever is later</p>	<p>NC1-29-84-3 Item 1 and N1-355-86-1 Item 25</p> <p>N1-355-86-1 Item 1</p>	<p>6 OF 40</p>

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14	<p><u>NASS Directives</u></p> <p>a NASS directives are distributed to employees on the NASS Intranet (NASSnet), which can be accessed only by NASS employees. No paper copies are distributed. NASS directives include Administrative - Operations Memoranda, Technical - Operations Memoranda, Policy and Standards Memoranda (PSM), and Computer Security Policy Memoranda. Authors provide the NASS Intranet manager with copies of directives in electronic formats.</p> <p>(1) Input records. Copies of directives used as input for posting to NASS Intranet.</p> <p>Disposition: Temporary. Delete after posted directive on Intranet is canceled, superseded, or becomes obsolete.</p> <p>(2) Record copy.</p> <p>The Deputy Administrator for Field Operations (DAFO) is responsible for the record copy of each directive.</p> <p>(a) Current and previously issued directives.</p> <p>Disposition: PERMANENT. Transfer to NARA upon approval of record schedule in accordance with NARA PDF transfer instructions, or other applicable transfer instructions.</p> <p>(b) New or revised directives issued after approval of records schedule.</p> <p>Disposition: PERMANENT. Cut off at end of calendar year in which directive is issued. Transfer to NARA immediately after cutoff in accordance with NARA PDF transfer instructions, or other applicable transfer instructions.</p> <p>(3) Directive records maintained on NASS Intranet.</p> <p>Disposition: Temporary. Delete when canceled, superseded, obsolete, or no longer needed for reference, whichever is later.</p> <p>b Related case files that document aspects of the document development.</p> <p>Disposition: Temporary. Destroy/delete 1 year after directive is canceled, superseded, or becomes obsolete.</p>	N1-355-86-1 Item 2 and N1-355-86-1 Item 18	7 OF 40

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15	<p><u>Customer Service</u></p> <p>a Subscription log database</p> <p>Database containing information on individuals and businesses who subscribe to State Field Office reports and releases. The database is used to issue invoices, record payments, and maintain customer information.</p> <p>(1) Input. Subscription and payment records forwarded from the State Field Offices.</p> <p>Disposition. Temporary. Destroy/delete after data are entered and validated, or when no longer needed for reference, whichever is later.</p> <p>(2) Master file. Records contain name and address of subscriber by subscription request, and record of subscription payment.</p> <p>Disposition. Temporary. Destroy/delete database records 3 years after subscriptions expire or when no longer needed for reference, whichever is later.</p> <p>(3) Output</p> <p>(a) Invoices that are mailed to subscribers and copies provided to Budget and Administrative Services Office (BASO).</p> <p>Disposition. Temporary. Cut off at end of calendar year. Destroy/delete invoice records 1 year after cutoff, or when no longer needed for reference, whichever is later.</p> <p>(b) Management report on type and frequency of reports requested by subscribers.</p> <p>Disposition. Temporary. Cut off at end of calendar year. Destroy/delete 2 years after cutoff, or when no longer needed for reference, whichever is later.</p> <p>(4) System documentation. Operation and maintenance manuals.</p> <p>Disposition. Temporary. Destroy/delete when superseded or obsolete.</p>	<p>GRS 20 Item 2b</p> <p>GRS 6 Item 1b</p> <p>GRS 20 Item 11a</p>	<p>8 OF 40</p>

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15 Cont'd	<p><u>Customer Service</u> (Cont'd)</p> <p>b. Hotline and email inquiry database</p> <p>Database of phone calls, email inquires, and letters received from the public Contains name of inquirer and nature of inquiry</p> <p>(1) Input Records of phone calls, email inquiries, and letters received from the public</p> <p>Disposition Temporary. Destroy/delete after data have been entered into database and validated</p> <p>(2) Master file Records contain name and address of inquirer and nature of inquiry</p> <p>Disposition: Temporary Destroy/delete 2 years after system integrity is validated and customer satisfaction data are documented as completed</p> <p>(3) Output</p> <p>(a) Tracking Report containing records such as who responded to the inquiries and customer satisfaction of service</p> <p>Disposition Temporary Cut off at the end of the calendar year. Destroy/delete 2 years after cutoff, or when no longer needed for reference, whichever is later.</p> <p>(b) Management report on frequency of inquiries by the following categories: researchers and students, general public, and other Federal agencies</p> <p>Disposition: Temporary. Cut off at end of month Destroy/delete 14 months after cutoff, or when no longer needed for reference, whichever is later</p> <p>(4) System documentation Operation and maintenance manuals.</p> <p>Disposition Temporary Destroy/delete when superseded or obsolete</p>	<p>GRS 20 Items 2a & 2b</p> <p>GRS 23 Item 8</p> <p>GRS 20 Item 11a</p>	<p>9 OF 40</p>
16	<p><u>Trade Show Display Exhibits</u></p> <p>NASS provides displays for exhibit booths at national agricultural trade shows, meetings, and state fairs throughout the year Most national trade shows, meetings, and state fairs are recurring annual events</p> <p>Files contain documents relating to a schedule of trade show exhibits updated quarterly, solicited prospectuses of meetings and trade shows, contracts and paper work for registrations, booth spaces, material, furnishings, shipping, instructions for setup and repacking, and a display inventory list.</p> <p>Disposition. Temporary. Cut off at end of exhibit Destroy 3 years after cutoff</p>		

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17	<p><u>Research Project Planning/Development/Performance</u></p> <p>a Relates to NASS research projects conducted to find new or better ways of collecting, processing, and reporting statistical data Records of cooperative projects also include copies of signed cooperative agreement For recordkeeping copies of signed agreements, see item 6</p> <p>Disposition Temporary Cut off at end of calendar year in which project is officially completed or discontinued Destroy/delete 10 years after cutoff</p> <p>b Records of routine project progress including correspondence, reports, documents, and electronic media collected and produced for tests and analysis Also includes copies of periodic payment authorization to cooperators and/or receipt notices</p> <p>Disposition Temporary Cut off at end of calendar year Destroy 1 year after project closed, or when no longer needed for reference, whichever is later</p> <p>c Records of disapproved proposed projects including background material, correspondence, reports, proposed project statement, and disapproval notification</p> <p>Disposition Temporary Cut off at end of calendar year Destroy 5 years after disapproval, or when no longer needed for reference, whichever is later</p>	N1-355-86-1 Item 24	10 OF 40
18	<p><u>IT Operations, Planning, and Development</u></p> <p>a Records of reports and recommendations made concerning conversion from manual to automated systems and revising or expanding existing automated systems for NASS headquarters and/or State Field Offices Includes documents on system scopes, projected costs, equipment needs and recommendations, and methods of collecting, processing, issuing, storing, and retrieving data Also includes records relating to system design, evaluation, implementation, and agency approval of new or revised systems</p> <p>Disposition Temporary Cut off at end of calendar year in which system is replaced or discontinued Destroy/delete 3 years after cutoff</p> <p>b Routine reports, correspondence, background material, and miscellaneous documents relating to recommendations on new or revised automated systems Includes routine record materials relating to implementation and day-to-day system operations</p> <p>Disposition Temporary Cut off at end of calendar year Destroy 3 years after cutoff</p>	N1-355-86-1 Item 23	

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19 Cont'd	<p><u>Federal Survey and Census Questionnaires and/or Forms (Cont'd)</u></p> <p>b Census questionnaires/forms issued by Headquarters One blank copy of each census questionnaire/form issued by Headquarters will be kept by Headquarters as the recordkeeping copy</p> <p>Disposition PERMANENT. Cut off for all census products at end of census cycle Transfer to NARA immediately after cutoff</p> <p>Volume 1 cubic ft</p> <p>Annual Accumulation Negligible</p> <p>c Survey questionnaires/forms issued by Headquarters One blank copy of each survey questionnaire/form issued by Headquarters will be kept on file in the State Field Office for reference</p> <p>Disposition Temporary Cut off at end of calendar year Destroy/delete 6 years after cutoff, or when Census review is satisfactorily completed, whichever is later</p> <p>d. All other blank census and survey questionnaires/forms issued by Headquarters.</p> <p>Disposition Temporary Destroy/delete when census or survey is satisfactorily completed or when no longer needed</p>		12 OF 40
20	<p><u>Reimbursable Survey Questionnaires</u></p> <p>Survey questionnaires/forms (paper/electronic) created and used by NASS for the purpose of collecting and tabulating statistical and inferential agricultural data for other agricultural state departments, agencies, and organizations One blank copy of each reimbursable survey questionnaire/form will be kept by the surveying office as a recordkeeping copy</p> <p>Disposition Temporary. Cut off at end of calendar year Destroy/delete 6 years after cutoff, or when no longer needed for reference, whichever is later</p>	N1-355-86-1 Item 4	

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21	<p><u>Enhanced List Maintenance Operation (ELMO) - List Frame</u></p> <p>Master list records for each State Field Office consisting of a list of individuals, businesses, or other entities that provide NASS with its survey sampling frames, release list frame, and Census Mail List frame. The list is constantly updated by the State Field Offices. The list records are maintained in the Enhanced List Maintenance Operation (ELMO) system that became fully operational in 1997. ELMO is designed to store and retrieve lists of actual and potential agricultural survey respondents and associated data for use by NASS from a central database. The ELMO database consists of individual applications with work spaces for performing tasks and functions. Each application is an independent functional system for retrieving information from a common database. The ELMO database application functions are:</p> <ul style="list-style-type: none"> • LookUp Allows the use of Query By Example (QBE) screens to perform simple fact checking or answer questions about operators and operations. • UpdateData Permits the insertion, updating, and deletion of data in the ELMO database. • Extract Creates ASCII, xbase, or spreadsheet output of user selected database rows and columns. Comments and exception reports are among the fields available for inclusion in the files Extract creates. • DbUpdate Processes transaction files to update the database. This application scans transaction files and performs additions, updates, and deletions to the database. • PurgeData Deletes records, comments and subscription codes on the list, area, and release frames. Also purges rotated out segments on the area frame. • DupCheck Generates reports on matched or linked records within a frame or across frames in the database. • UpdateLegal Allows users to store, view, or edit administrative data and legal codes in the database. • Reports Creates various reports, listings, and counts for examining and updating data. • AreaChk Matches the Area frame against the June Area Survey edited data file to verify that all segments and tracts have been added to the database. 	N1-355-86-1 Item 26	13 OF 40

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21. Cont'd	<p><u>Enhanced List Maintenance Operation (ELMO) - List Frame (Cont'd)</u></p> <p>The Generalized Enhanced Sampling and Information System (GENESIS) became operational in 2005. GENESIS is used to support the Agency sampling needs by interacting with ELMO through modules so users can create groups of records or populations and samples based on sets of user-defined criteria. The modules included are</p> <ul style="list-style-type: none"> • Profiler module Used to determine the best value for control data that is stored in the ELMO database • Population module Used to define or classify the population and characteristics of the population based on control data stored in the ELMO database. • Sample module Used to select and mark samples in the ELMO database for inclusion in specific surveys. • Analysis module Used interactively to evaluate list quality, population characteristics, sampling methods, sample designs and sample performance <p><u>ELMO Database.</u></p> <p>a Input Documents, forms, and electronic records used to create, update, or modify records on the master list in the ELMO database</p> <p>Disposition Temporary. Destroy when data entered into the database are verified or when no longer needed to support backing up the database, whichever is later.</p> <p>b Master File Master list records for each State Field Office consisting of individuals (farmers and ranchers), businesses (Ag Businesses), or other entities (Ag related) that provide NASS with its survey sampling frames, release list frames, and census mail list frames</p> <p>Disposition Temporary Destroy/delete when superseded or obsolete.</p> <p>c Output Includes various reports, listings, and counts for reviewing the quality of records in the database, extracted records used as input/source records in the Generalized Enhanced Sampling and Information System (GENESIS), and survey and census mail list records used as input to the Survey Management System (SMS)</p> <p>Disposition Temporary Delete/destroy when review is completed and the data are validated. Delete/destroy extracted records after data are processed in GENESIS and /or SMS and verified, or when no longer needed for administrative or other operational purposes, whichever is later.</p> <p>d System documentation: Operation and maintenance manuals.</p> <p>Disposition. Temporary. Destroy/delete when superseded or obsolete</p>	GRS 20 Item 2b	14 OF 40
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22	<p><u>Survey Management System (SMS)</u></p> <p>SMS uses a software application developed in 1990 to manage surveys/censuses activities, which include preparing enumerator interviewing assignments, printing mailing labels, coordinating multiple surveys to same respondent during a survey period, and managing surveys for the following actions mailing, computer assisted telephone interviewing (CATI), electronic data reporting (EDR), computer assisted personal interviewing (CAPI) and tracking completed questionnaires</p> <p>a Input Consists of data sets of marked samples for specific surveys and/or census lists extracted from ELMO database The data sets or samples are stored in SMS by survey/census name.</p> <p>Disposition: Temporary. Delete after surveys are completed or when no longer needed for other operational or administrative purposes, whichever is later.</p> <p>b Master File. Contains extracted data sets or samples used to create output files for surveys</p> <p>Disposition Temporary Delete after surveys/censuses are completed or when no longer needed for other operational or administrative purposes, whichever is later.</p> <p>c Output Consists of data files created for use as input into electronic survey data collection systems such as EDR, CATI, CAPI, the mail labeling systems, and administrative reports for preparing enumerator interviewing assignments and for tracking completed questionnaires.</p> <p>Disposition Temporary Destroy/delete after surveys/censuses are completed, or when no longer needed for other operational or administrative purposes, whichever is later</p> <p>d. System documentation: Operation and maintenance manuals.</p> <p>Disposition: Temporary. Destroy/delete when superseded or obsolete.</p>	GRS 20 Item 2b	15 OF 40
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23	<p><u>Area Frame Sample Selection</u></p> <p>Area frame sample selection records include correspondence, manual or computer listings, aerial photos, and frame operating documents relative to sample selection for a specific survey. They are used to identify land area as usage for agriculture or other purposes as well as for stratification, apportionment, and selection and rotation of land areas used for probability sample surveys to estimate agricultural production. The selected sample survey frame is rotated and replaced at a rate of 20 percent of the sample land area per year.</p> <p>Disposition: Temporary. Destroy when superseded, obsolete, or no longer needed for reference.</p>	N1-355-86-1 Item 28	
24	<p><u>OMB Clearance Requests</u></p> <p>a. Records consist of case files containing requests for OMB clearance approval and OMB decisions for issuance of regulations, instructions, and forms placing a recordkeeping/reporting burden on the public. OMB clearances are also needed for new or revised statistical survey and census programs, research projects, and studies that require data to be obtained from the public. Records include the request transmittal form, supporting documents detailing purpose, justification, estimated costs, public recordkeeping and reporting required and attached regulations, forms, etc.</p> <p>(1) Surveys</p> <p>Disposition: Temporary. Cut off at end of calendar year in which the OMB clearance expires, is canceled, discontinued, or becomes obsolete. Destroy 7 years after cutoff.</p> <p>(2) Quinquennial censuses</p> <p>Disposition: Temporary. Cut off at end of calendar year in which the OMB clearance expires, is canceled, discontinued, or becomes obsolete. Destroy 11 years after cutoff.</p> <p>(3) Decennial censuses</p> <p>Disposition: Temporary. Cut off at end of calendar year in which the OMB clearance expires, is canceled, discontinued, or becomes obsolete. Destroy 21 years after cutoff.</p> <p>b. Index records of case files for OMB clearance retrieval</p> <p>Disposition: Temporary. Destroy/delete along with related case files.</p> <p>c. Routine correspondence included in case files records concerning OMB clearance processing, approval requirements, and status of clearance requests</p> <p>Disposition: Temporary. Cut off at end of calendar year. Destroy 2 years after cutoff.</p>	N1-355-86-1 Item 29	
		N1-355-86-1 Item 30	
		N1-355-86-1 Item 31	

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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)
25	<p><u>Manuals/Training Media for Approved Surveys and Censuses</u></p> <p>Survey specifications, guidance for data collection, editing and processing instructions, glossary of terms, sample forms, instruction memos, and other information included in manuals and/or training materials for major surveys. The manuals/training records are based on directives and procedures and are used to train survey, estimates and other personnel. Manuals included are such as Survey Administrative, Estimation, Records Management, Methods, ELMO, GENESIS, EDR, CATI, Interviewing, Census, Reimbursable Surveys, and other training material. The manuals/training materials and other instructions are distributed to employees on the NASS Intranet (NASSnet). Record-keeping copy is maintained by the originating office.</p> <p>a Record copy. Consists of manuals or other training materials created by authors in electronic format for posting to the NASS Intranet.</p> <p>Disposition: Temporary. Cut off at the end of the calendar year in which manuals or training materials are superseded or become obsolete. Destroy/delete 5 years after cutoff or when no longer needed for reference, whichever is later.</p> <p>b Manuals/training media records maintained on NASS Intranet.</p> <p>Disposition: Temporary. Delete when canceled, superseded, obsolete, or no longer needed for reference.</p>	N1-355-86-1 Item 27 and NC1-29-84-3 Item 4	17 OF 40

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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)
28	<p><u>Survey and Census Working Papers</u></p> <p>Survey and census working papers include background and source materials used in preparing reports and conducting data analysis, tabulations, forms, and lists used to edit, correlate, process, compile, and transmit edited survey input/source records. Also includes post survey and census evaluations as well as routine correspondence and reports that relate to survey and census data collection and which may request more information than is included on survey forms</p> <p>a Survey working papers for prices received by farmers for crops subject to the Direct and Counter Cyclical Payment Program (DCP)</p> <p>Crops subject to DCP include wheat, barley, oats, upland cotton, rice, peanuts, corn, grain sorghum, and soybeans. The prices received by farmers survey input/source records are collected under OMB approval number 0535-0003</p> <p>Disposition Temporary ~Cut off at end of each survey calendar year. Destroy/delete after GAO audit, or 3 years after cutoff, whichever is sooner</p> <p>b Reimbursable survey working papers</p> <p>Disposition Temporary Destroy/delete 14 months after the reimbursable survey projects are delivered to the sponsor, or when no longer needed for reference, whichever is later</p> <p>c All Other survey and census working papers</p> <p>Disposition Temporary Destroy/delete upon satisfactory validation of survey and census data summaries, or when no longer needed for reference, whichever is later</p>	<p>N1-355-86-1 Item 34a</p> <p>N1-355-86-1 Item 34b and NC1-29-84-3 Item 27</p>	<p>20 OF 40</p>

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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)
29	<p><u>Headquarters Survey Summary Records</u></p> <p>Survey data summaries reflect summarized raw edited survey data by geographical area or strata. Summaries generally serve as the basis to aggregate survey indications. Records of the survey indications are stored in the National Estimates Database (NEDS) (see item 33). Survey summaries may be in electronic or hardcopy form and include state, geographic, or national computation records, change notification records, and intermediate computation records. The following survey summaries are outputs from the Survey Processing System (SPS) Summary</p> <p>a Annual, monthly, weekly, and quarterly surveys</p> <p>Disposition Temporary Cut off at the end of each survey calendar year Destroy/delete 6 years after cutoff, or when final Agriculture Census review is validated as complete and satisfactory, or when no longer needed for reference, whichever is later</p> <p>b Periodic surveys conducted biannually or less often</p> <p>Disposition Temporary Cut off at the end of each survey calendar year Destroy/delete after next survey cycle is validated as complete and satisfactory</p> <p>c One time surveys and special studies</p> <p>Disposition Temporary Destroy/delete after subsequent data files containing detail data have been created and validated as complete and satisfactory</p> <p>d Reimbursable surveys</p> <p>Disposition Temporary Cut off at end of each survey calendar year Destroy/delete 6 years after cutoff, or when no longer needed for reference, whichever is later</p> <p style="text-align: center;">•</p>	<p>N1-355-86-1 Item 35a</p> <p>N1-355-86-1 Item 35b</p> <p>N1-355-86-1 Item 35c</p>	21 OF 40

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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)
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31	<p><u>Survey Processing System (SPS) Edit</u></p> <p>SPS edit is the edit system in the suite of Market Sensitive Surveys (MSS) Systems. This system is used to edit and validate survey responses before they are passed on to the summary system. The SPS edit system has evolved from its original beginnings in the late 1980s. Most NASS surveys are edited on this system, exceptions are censuses and the large economic surveys. A copy of the edited survey input/source records file (Item 27) becomes the input file for the Survey Processing System (SPS) summary (Item 32). The final edited output files are posted to the data warehouse (Item 38).</p> <p>a Input (See Item 26). Disposition. (See Item 26)</p> <p>b Master file: Contains edited input file data variables after editing process completed. Disposition: Temporary. Destroy/delete when superseded or obsolete</p> <p>c Output. (See Item 27) Disposition (See Item 27)</p> <p>d System documentation: Operation and maintenance manuals. Disposition: Temporary. Destroy/delete when superseded or obsolete</p>	GRS 20 Item 11a	
32	<p><u>Survey Processing System (SPS) Summary</u></p> <p>SPS summary is the summary system in the suite of Market Sensitive Surveys (MSS) Systems. This system summarizes survey responses after they have been edited and validated. The SPS summary system became operational in 1992. Most NASS surveys are summarized on this system; exceptions are censuses and the large economic surveys which are not market sensitive surveys. A copy of the output edited file (Item 31c) becomes the input file for the SPS summary.</p> <p>a Input (See Item 27) Disposition (See Item 27).</p> <p>b Master file. Contains summarized input file data variables after summary process completed. Disposition: Temporary. Destroy/delete when superseded or obsolete</p> <p>c Output. (Summaries See Item 29 for Headquarters and Item 30 for State Field Offices). Disposition: (See Item 29 for Headquarters and Item 30 for State Field Offices)</p> <p>d. System documentation. Operation and maintenance manuals. Disposition: Temporary. Destroy/delete when superseded or obsolete</p>	GRS 20 Item 11a	

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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)
33	<p><u>NASS Estimates Database System (NEDS) also known as Estimates (EST) Processing System</u></p> <p>NEDS is also known as the Estimates (EST) processing system. NEDS is an internal working database system used by the Agricultural Statistics Board (ASB) in establishing commodity estimates and composing publications. The NEDS database contains State Field Office survey recommendations and comments, ASB estimates and comments, and the survey indications. The Analysis, Comments, Estimates and Review (ACER) tool component of NEDS is used to transfer recommendation and comments from State Field Offices to HQS and the ASB estimates and comments to State Field Offices. Indications are loaded directly from the survey summaries. Recommendations, comments, and estimates are posted manually and electronically. The Pub Tools component is used by the ASB to compose survey publications for print distribution and the Dissemination Tool is used to prepare electronic survey publication records.</p> <p>a. Input. Copies of recommendations, indications, and comments from Field Offices and copies of estimates and comments by ASB</p> <p>Disposition: Temporary. Destroy when data are posted satisfactorily to database.</p> <p>b. Master file. Database records include: Field Office indications, recommendations, and comments as well as ASB estimates and comments.</p> <p>Disposition: Temporary. Delete when no longer needed for reference.</p> <p>c. Output: Data file containing records for generating ASB publications</p> <p>Disposition: Temporary. Destroy/delete when superseded or obsolete.</p> <p>d. System documentation: Operation and maintenance manuals</p> <p>Disposition: Temporary. Destroy/delete when superseded or obsolete.</p>	<p>N1-355-86-1 Item 37 Item 61a, Item 62, Item 63a and Item 63b</p> <p>GRS 20 Item 2b</p> <p>GRS 20 Item 11a</p>	<p>24 OF 40</p>

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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)
34	<p><u>Publication (PUB) System</u></p> <p>The Publication (PUB) system is used to prepare and present ASB reports to the public in either report form or in a web based public use database. NASS releases about 400 reports a year. The reports cover a wide range of agricultural commodities and time periods that differ by reports. The PUB system uses data stored in NEDS, also known as the Estimates (EST) processing system, as input for creating reports to release to the public.</p> <p>a Input (See Item 33c)</p> <p>Disposition: (See Item 33c)</p> <p>b Master file. Contains values extracted from NEDS to use for preparing ASB reports for the public.</p> <p>Disposition. Temporary. Delete after publication is released, or when no longer needed for reference, whichever is later.</p> <p>c Output</p> <p>The PUB system outputs the following files: a file to print (ASB) short run publications by the ASB print shop during lockup, a file to send to the Government Printing Office (GPO) for printing the long run of ASB publications, a file for Cornell University to post ASB publications to that library website, a file for NASS to post ASB publications to the Today's Report webpage (active for 24 hours only) on the NASS website, and a file for NASS to post data contents of ASB publications to Quick Stats. (See Item 39a for survey publications).</p> <p>Disposition. Temporary. Destroy/Delete after publication is released, validated as complete and satisfactory, or when no longer needed for reference, whichever is later.</p> <p>d System documentation: Operation and maintenance manuals</p> <p>Disposition: Temporary. Destroy/delete when superseded or obsolete.</p>	GRS 20 Item 11a	25 OF 40

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36	<p><u>Project to Reengineer and Integrate Statistical Methods (PRISM)</u></p> <p>PRISM was designed and implemented by NASS for the 2002 Census of Agriculture and to be used for subsequent Censuses and large economic surveys. PRISM is an integrated edit, imputation, analysis, and administrative report system. The input for PRISM is the Census input/source records and other large economic survey input/source records. The output contains the edited input/source records ready for tabulation. The edited output is also posted to the data warehouse database.</p> <p>a. Input:</p> <p>(1) Census input/source records (See Item 35)</p> <p>Disposition (See Item 35)</p> <p>(2) Large economic surveys input/source records (See Item 26)</p> <p>Disposition. (See Item 26)</p> <p>b. Master file. Contains edited input file data variables after editing process completed</p> <p>Disposition: Temporary. Delete when output posted to the data warehouse database is validated as complete and satisfactory, or when no longer needed for reference, whichever is later</p> <p>c. Output</p> <p>Final edited data from master file. Output used as input into the Tabulation System (Item 37)</p> <p>Disposition: Temporary. Delete when output posted to the data warehouse database is validated as complete and satisfactory, or when no longer needed for reference, whichever is later</p> <p>d. System documentation: Operations and maintenance manuals</p> <p>Disposition: Temporary. Destroy/delete when superseded or obsolete</p>	GRS 20 Item 11a	27 OF 40

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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)
37	<p><u>Census Tabulation and Publication Systems</u></p> <p>The Census Tabulation and Publication Systems are used by NASS to tabulate the census data and compose tables for printed and electronic census publications. A copy of the PRISM system output is used as input into the tabulation system.</p> <p>a Input (See Item 36c).</p> <p>Disposition (See Item 36c)</p> <p>b Master file.</p> <p>Contains input file reordered and reformatted tabulation records</p> <p>Disposition: Temporary Destroy/delete when the final tabulation records are validated as complete and satisfactory, or when no longer needed for reference, whichever is later.</p> <p>c. Output:</p> <p>Printer publication copy for quinquennial and decennial censuses</p> <p>(1) Intermediate and preliminary tabulations</p> <p>Disposition: Temporary. Destroy/delete when the intermediate and preliminary tabulation records are validated as complete and satisfactory, or when no longer needed for reference, whichever is later</p> <p>(2) Quinquennial census final tabulations. (See Item 39d for census publications)</p> <p>Disposition: Temporary Cut off when publication issued Destroy/delete 11 years after cutoff</p> <p>(3) Decennial census final tabulations (See item 39d for Census publications)</p> <p>Disposition. Temporary Cut off when publication issued Destroy/delete 21 years after cutoff</p> <p>d. System documentation Operations and maintenance manuals.</p> <p>Disposition. Temporary Destroy/delete when superseded or obsolete</p>	GRS 20 Item 11a	28 OF 40

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38	<p><u>Data Warehouse System</u></p> <p>The data warehouse is a database that serves as an in-house repository for final edited survey records that are output records from the SPS Edit System and final edited census records as well as final edited records of other large economic surveys that are output records from the PRISM System. The data warehouse repository contains only edited survey and census data. There are no survey indications, Agricultural Board (ASB) estimates or comments in the data warehouse repository.</p> <p>a Input</p> <p>Consists of copies of output records from the SPS Edit System (Item 32c) and the PRISM System (Item 36c)</p> <p>Disposition Temporary Delete when data posted to the data warehouse are validated as complete and satisfactory, or when no longer needed for reference, whichever is later</p> <p>b Data warehouse records</p> <p>(1) Census records (Final edited records for all census products)</p> <p>Disposition PERMANENT. Cut off at end of census cycle after publications are issued for all census products. Transfer to NARA after cutoff in an ASCII flat file as specified in 36 CFR 1228 270 or other applicable transfer instructions</p> <p>(2) All other data warehouse records</p> <p>Disposition Temporary Delete when 21 years old or when no longer needed for reference, whichever is later</p> <p>c Output</p> <p>Consists of query results of master file for specific records to be used for research purposes and for historical reference or benchmarks for future surveys</p> <p>Disposition Temporary Delete copies when results are validated as complete and satisfactory, or when no longer needed for reference, whichever is later</p> <p>d System documentation Operations and maintenance manuals</p> <p>Disposition PERMANENT. Cut off at end of census cycle after publications are issued for all census products. Transfer to NARA after cutoff in an ASCII flat file as specified in 36 CFR 1228 270 or other applicable transfer instructions</p>	<p>GRS 20 Item 2b</p> <p>NC1-29-84-3 Items 53 - 63</p>	<p>29 OF 40</p>

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39	<p><u>National Agricultural Statistics Service (NASS) Publications</u></p> <p>a Survey Reports</p> <p>Reports published by the Agricultural Statistics Board (ASB) on production, stocks, inventories, disposition, utilization, and prices of agricultural inputs and commodities and other items such as labor, farm numbers, and agricultural chemical usage</p> <p>(1) Record copy A single record copy of each ASB survey report</p> <p>Disposition PERMANENT. Cut off when publication issued Transfer to NARA at end of calendar year, or sooner if volume warrants, in accordance with NARA PDF transfer instructions or other applicable transfer instructions</p> <p>(2) Survey Reports issued prior to Records Schedule approval</p> <p>Disposition PERMANENT. Transfer to NARA immediately after Records Schedule approval in accordance with NARA PDF transfer instructions or other applicable transfer instructions</p> <p>(3) All other Survey Reports copies</p> <p>Disposition Temporary Destroy when no longer needed for operational or reference purposes, whichever is later</p> <p>b Statistical Highlights Publications</p> <p>Published reports such as the Annual Statistical Highlights that brings together the most important economic and statistical information on agriculture in a single summary report, and 20th Century Trends that highlights some of the more memorable changes that took place in U S agriculture over the past century</p> <p>(1) Record copy A single record copy of each Statistical Highlights Publication</p> <p>Disposition PERMANENT Cut off when publication issued Transfer to NARA at end of calendar year in accordance with NARA PDF transfer instructions or other applicable transfer instructions</p> <p>(2) All other Statistical Highlights Publications copies</p> <p>Disposition Temporary Destroy when no longer needed for operational or reference purposes, whichever is later</p> <p>c NASS Reports Catalog</p> <p>The NASS Reports Catalog is an annual guide to the products and services provided by NASS</p> <p>(1) Record copy A single record copy of each NASS Reports Catalog</p> <p>Disposition PERMANENT Cut off when publication issued Transfer to NARA at end of calendar year in accordance with NARA PDF transfer instructions or other applicable transfer instructions</p>	N1-355-86-1 Item 16	30 OF 40

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39 Cont'd	<p><u>National Agricultural Statistics Service (NASS) Publications</u> (Cont'd)</p> <p>(2) All other NASS Reports Catalog copies Disposition Temporary Destroy when no longer needed for operational or reference purposes, whichever is later</p> <p>d Historical Data Publications Published reports such as the Census of Agriculture including the census Geographic Area Series Publications, Specialty Products, and Specialty Studies, the Agricultural Statistics book that is published each year to meet the diverse need for a reliable source book on agricultural production, supplies, consumption, facilities, costs, and returns, the Statistical Bulletins that contain final estimates between census years, the Track Record Reports for crop production, grain stocks and livestock that measure or track the difference between the NASS preliminary estimates and final estimates during the year, and the Price Reaction Reports that measure how market prices react after crop and livestock reports are released</p> <p>(1) Record copy A single record copy of each Historical Data Publication Disposition PERMANENT. Cut off when publication issued Transfer to NARA at end of calendar year, or sooner if volume warrants, in accordance with NARA PDF transfer instructions or other applicable transfer instructions</p> <p>(2) Historical Data Publications issued prior to Records Schedule approval Disposition PERMANENT. Transfer to NARA immediately after Records Schedule approval in accordance with NARA PDF transfer instructions or other applicable transfer instructions</p> <p>(3) All other Historical Data Publications copies Disposition Temporary Destroy when no longer needed for operational or reference purposes, whichever is later</p> <p>e NASS Strategic Plans and Performance Plans Published plans such as strategic plans that will enable NASS to be the official source of comprehensive, current, and reliable information on U S farms and ranches, and the annual performance plans that evaluate if targets set by the Agency to address progress on the initiatives for the Presidential Management Agenda have met or exceeded expectations</p> <p>(1) Record copy A single record copy of each NASS Strategic Plan and Performance Plan Disposition PERMANENT. Cut off when publication issued Transfer to NARA at end of calendar year in accordance with NARA PDF transfer instructions or other applicable transfer instructions</p>		31 OF 40

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39 Cont'd	<p><u>National Agricultural Statistics Service (NASS) Publications</u> (Cont'd)</p> <p>(2) All other Strategic Plan and Performance Plan copies Disposition Temporary Destroy when no longer needed for operational or reference purposes, whichever is later</p> <p>f Historical Narratives Published narrative historical accounts of the agency such as Scope and Methods of NASS, Understanding USDA Crop Forecast, the History of Automatic Data Processing (ADP) in NASS, History of Agricultural Statistics, Report Procedures, and An Evolving Statistical Service Such narrative accounts may describe the agency, its structure, policy, procedures and programs or some aspect of these, or the manner in which functions were performed</p> <p>(1) Record copy A single record copy of each Historical Narrative Disposition PERMANENT. Cut off when publication issued Transfer to NARA at end of calendar year in accordance with NARA PDF transfer instructions or other applicable transfer instructions</p> <p>(2) All other Historical Narrative copies Disposition Temporary Destroy when no longer needed for operational or reference purposes, whichever is later</p> <p>g The Roundup - NASS News Published bimonthly newsletter for NASS employees and retirees who need timely, accurate, and useful information on current NASS news and events The roundup covers headquarters news, field office news and NASS family news of interest to NASS employees and retirees</p> <p>(1) Record copy A single record copy of each Roundup Disposition PERMANENT. Cut off when publication issued Transfer to NARA at end of calendar year in accordance with NARA PDF transfer instructions or other applicable transfer instructions</p> <p>(2) All other Roundup copies Disposition Temporary Destroy when no longer needed for operational or reference purposes, whichever is later</p> <p>h NASS Workforce Plan The NASS Workforce Plan focuses on developing strategies for managing human capital and workforce planning It is linked to the REE Human Capital Plan which is in turn tied to the USDA Human Capital Plan The plan also supports the OMB assessment and evaluation criteria for rating NASS programs Disposition Temporary Destroy/delete when superseded or obsolete</p>		32 OF 40

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39 Cont'd	<p><u>National Agricultural Statistics Service (NASS) Publications</u> (Cont'd)</p> <p>i Education and Outreach</p> <p>Education and Outreach includes related items such as research reports, information about NASS programs, surveys and censuses (published in the NASS Reports Catalog, see Item 39c), and NASS Kids</p> <p>(1) Research Reports</p> <p>Studies that are conducted by NASS's Research and Development Division in applied research on the use of statistical methodology and information technology to improve the nation's agricultural statistics system</p> <p>Disposition Temporary Cut off when publication issued Destroy/delete 5 years after cutoff or when no longer needed for reference, whichever is later</p> <p>(2) NASS Kids</p> <p>A collection of NASS related game and puzzles, as well as lesson plans and information for teachers from kindergarten through grade 12 Lessons plans incorporate agriculture into English, math, geography, science, and social studies</p> <p>Disposition Temporary Destroy/delete when superseded or obsolete</p>		
40	<p><u>State Field Office Publications</u></p> <p>a State Field Office approved publications and/or releases printed for distribution Publications and releases contain subsets of data from the ASB publications (Item 39)</p> <p>Disposition Temporary Cut off after each publication or release and retain an individual file copy Destroy file copy 6 years after cutoff, or when no longer needed for operational or reference purposes, whichever is later</p> <p>b State Field Office approved electronic versions of publications and/or releases posted on the State landing page of the NASS homepage</p> <p>Master file of records posted to the State landing page of the NASS homepage</p> <p>Disposition Temporary Cut off at end of calendar year Destroy/delete 2 years after cutoff, or when no longer needed for operational or reference purposes, whichever is later</p>	N1-355-86-1 Item 17	

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41	<p><u>Publication Development</u></p> <p>Records of development for an individual NASS publication issue Includes background and source material, correspondence, reports, agency approval for publication, printing instructions, subsequent comments or suggestions received, and negatives and camera ready copies retained in the event that corrections or reprints are required</p> <p>Disposition Temporary Cut off at end of calendar year of issue Destroy 1 year after cutoff</p>	N1-355-86-1 Item 19	34 OF 40
42	<p><u>Published Article Manuscripts</u></p> <p>Articles written and bulletins prepared by agency officials and officially approved for publication by another agency, USDA, or public media</p> <p>a Camera ready or final draft copies of article manuscripts</p> <p>Disposition Temporary Cut off at end of calendar year in which publication is issued Destroy when published text is verified, when no longer needed for reference, or 3 years after cutoff, whichever is later</p> <p>b Record copy of published article manuscript</p> <p>Disposition PERMANENT. Cut off at end of calendar year in which publication is issued Transfer to inactive storage 5 years after cutoff Transfer to NARA 10 years after cutoff</p> <p>Volume 1 cubic ft</p> <p>Annual Accumulation Negligible</p>	N1-355-86-1 Item 14	
43	<p><u>Library Management</u></p> <p>Records of the establishment, collection, and maintenance of centrally located reading room for collections of technical reference books, articles, and reports pertinent to specific functional needs Includes correspondence, reports, and instructions</p> <p>Disposition Temporary Cut off at end of calendar year Destroy/delete 5 years after cutoff, or when library is discontinued and collection is broken up, transferred, or destroyed</p>	N1-355-86-1 Item 22	

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44.	<p><u>Quick Stats Agricultural Statistics Database</u></p> <p>A query tab on the home page of the NASS website provides access to the Agricultural Statistics Database that is also referred to as Quick Stats. Other query tabs provide access to electronic versions of NASS published reports including the current Census of Agriculture. Queries to Quick Stats retrieve individual data elements whereas queries to electronic versions of the report retrieve the entire report in text format, or portable document format (PDF), or comma separated values (CSV) format. Access is available free to the public on the NASS website at www.nass.usda.gov/. The Agricultural Statistics Database offers the ability to query U.S. and State data, State and County data, and data from the current Census of Agriculture. The queried dataset can be downloaded for use in a database or spreadsheet application. The database contains only published estimates and published Census data.</p> <p>NASS publishes U.S., State, and County level agricultural statistics for many commodities and data series in numerous national reports. Some commodities and data items at the U.S. and State level in Quick Stats have historical series back to 1866.</p> <p>a Input records.</p> <p>Consists of copies of data extracted from NEDS (item 33) by the Pub system (item 34).</p> <p>Disposition: Temporary. Destroy/delete copies when no longer needed for operational or reference purposes.</p> <p>b Master file: Relational database tables containing records by individual data elements and geographical identifiers.</p> <p>Disposition: PERMANENT. Transfer to the National Archives in accordance with 36 CFR 1228.270 when the database is no longer supported by the Agency.</p> <p>c Output</p> <p>Data sets that are the results from querying the Agricultural Statistics Database by NASS data users as well as public data users.</p> <p>Disposition: Temporary. Delete when no longer needed for reference or operational purposes by NASS data users.</p> <p>d. System documentation: Operations and maintenance manuals.</p> <p>Disposition: PERMANENT. Transfer to the National Archives along with the database.</p>	<p>N1-355-86-1 Items 38-60</p> <p>GRS 20 Item 2b</p>	<p>35 OF 40</p>

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45	<p><u>Website Records – Internet</u></p> <p>The NASS website is used to disseminate agricultural statistical and census information to the public via the Internet. It consists of a homepage containing menus to access all of the information that NASS disseminates by integrating the vast range of reports and data with a primary focus on commodity NASS reports and the capability to query the Agricultural Statistics Database are available throughout the site. The NASS website includes a landing page for each State Field Office with similar features as the NASS homepage. Recordkeeping copy is maintained by the originating office.</p> <p>a Website content records may include</p> <ol style="list-style-type: none"> (1) About NASS. Content records include information such as An Evolving Statistical Service, Assistance to Other Organizations, Confidentiality Pledge, Directory of NASS Field Offices, History of Ag Statistics, NASS Biographies, NASS Mission Area (REE), Organizational Chart, Regulations Guiding NASS, Reports Procedures, Security Pledge, and Strategic Plan & Performance Reports (2) Census of Agriculture. Content records include information such as 2002 Census of Agriculture, 1992 Census of Agriculture, 1997 Census of Agriculture, Census by State, Dates for Ag Census Reports, Feedback, Frequently Asked Questions, NASS Census Contacts, Report Form and Instructions, Report Form Guide, SVG - Interactive Statistical Mapping, Strategic Plan & Performance Reports (3) Charts and Maps. Content records include information such as 2002 - Interactive SVG Maps of Highlights, 2002 - U S Agricultural Atlas Maps, 1997 - Interactive Census Data, 1997 - Micromaps, Agricultural Prices, and A to Z for commodities such as Cattle, Citrus Fruits, Cold Storage - Crops, Cold Storage - Livestock, Crops County, Crop Progress & Condition, Dairy Products, Dry Beans, Dry Peas, and Lentils, Farms and Land In Farms, Farm Labor, Farm Production Expenditures, Field Crops, Floriculture Crops, Grazing Fees, Hogs and Pigs, Land Values and Cash Rents, Livestock Slaughter, Meat Animals - Production, Disposition, and Income, Milk Production and Milk Cows, Noncitrus Fruits, Poultry, Sheep and Lambs, and Specialty Crops (4) Contact Us. Content records include information such as Career Opportunities, Contact a Specialist, Directories, Feedback, and Web Content Publishing Schedule 		36 OF 40

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45 Cont'd	<p><u>Website Records – Internet</u> (Cont'd)</p> <p>(5) Data and Statistics Content records include information such as Citation Request, Estimating Programs, Foundation of Estimates, Importance of Ag Estimates, Interactive Statistical Mapping, Pre-Extracted Data Sets, Quick Stats, Request a Special Tabulation, and Understanding Crop Forecasts</p> <p>(6) Education and Outreach Content records include information such as Events, NASS Kids, Research Reports, and Educator's Corner</p> <p>(7) Help Content records include information such as Feedback, Frequently Asked Questions, RSS Feed, Search Tips, and Technology Requirements</p> <p>(8) Newsroom Content records include information such as Current Releases, Media Contacts, RSS Feed, and Subscribe to News Releases</p> <p>(9) Publications Content records include information such as Ag Newsletter, Agricultural Statistics - Annual, Find NASS Publications by Date or Commodity or Keyword or Title, Browsing the Catalog, Pnce Reactions, Receive NASS Reports by National or State, Reports Calendar, Statistical Bulletins, Statistical Highlights, Today's Reports, Track Records, and Trends</p> <p>(10) Statistics by State Content records include information such as Ag Overview, all States, and Puerto Rico</p> <p>(11) Statistics by Subjects Content records include information such as Crops and Plants, Demographics, Economics, Environmental, and Livestock and Animals</p> <p>(12) Surveys Content records include information such as Remotely Sensed Data, Crop Acreage, Crop Yield, and Future Vision</p> <p>Disposition Temporary Delete website contents (Item 45a [1] - a [12]) when superseded or obsolete</p> <p>b Web Site Technical Operations Records</p> <p>Change request, migration, and usage reports</p> <p>Records that document the requirements, design, implementation, change management, testing, validation, and continuing maintenance of website components, including any tasks conducted by Agency contractors</p> <p>Disposition Temporary Cut off at the end of calendar year Destroy/delete 1 year after cutoff</p>		37 OF 40

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46	<p><u>Website Records – Intranet</u></p> <p>NASSnet is an Intranet website for use by NASS employees only It is used to provide administration, directory, human resources, group training, documentation, and calendar information to employees Recordkeeping copy is maintained by originating office</p> <p>a Website content records</p> <p>(1) Administration Content records include information such as A-Instructions, T-Instructions, PSM's, Technical Reviews, Miscellaneous, Information, Mission Results & Goals, Administrator Memos, Computer Security Policy, Customer Service Quick Guide, REE Administrative Issuances, Regulations Guiding NASS, and USDA Directives</p> <p>(2) Directories Content records include information such as Home Address & Phone, FO Office Address, FO Office Phone, HQ Home Address & Phone, HQ Office Phone, HQ Official Mailboxes, LAN Coordinator Phone, NASS Photo Album, REE Directory, REE Employee Search, and USDA Retirees Address & Phone</p> <p>(3) Human Resources Content records include information such as Awards, HR Forms, Commuting Information, FSAFEDS, NASS Telework Program, National Finance Center, OPM, Performance Appraisal Program, Salary Table & Information, Time & Attendance, Travel Information, Thrift Savings Plan, and USDA Employee Information Center</p> <p>(4) Groups Content records include information such as Applications Groups, Committees, Councils, and SAS User</p> <p>(5) Training Content records include information such as Training/Career Development Office, Events, NASS Developed, New Employee Resources, OnLine Training, OnLine Training Videos, and Required Training</p> <p>(6) Documentation Content records include information such as NASDA, Manuals, Methods, Project Management, Software, Survey Specifications, and Yellow Books</p> <p>(7) Calendar Content records include information such as Census Processing, Due Dates, Reports, Surveys, Trade Show Exhibits, and Training</p> <p>Disposition Temporary Delete website content records (Item 46a [1] - a [7]) when superseded or obsolete</p> <p>b Web Site Technical Operations Records</p> <p>Change request, migration, and usage reports</p> <p>Records that document the requirements, design, implementation, change management, testing, validation, and continuing maintenance of website components, including any tasks conducted by Agency contractors</p> <p>Disposition Temporary Cut off at the end of calendar year Destroy/delete 1 year after cutoff</p>		38 OF 40

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47	<p><u>Crop Progress and Condition System (CPCS)</u></p> <p>The CPCS was developed as a stand-alone system and implemented in April 1995. The CPCS was designed to support the collection of weekly crop progress and crop and livestock conditions by paper/electronic questionnaires, edit, summarize and transmit the collected data each week, from the State Field Office to Headquarters. The CPCS includes a database for preserving survey indications and final published estimates.</p> <p>a Input/source records Questionnaires (paper/electronic)</p> <p>Disposition Temporary Cut off at end of survey period Destroy/delete 30 days after cutoff</p> <p>b Master file Contains survey indications and final ASB estimates of weekly data for crop progress and for crop and livestock conditions</p> <p>Disposition: Temporary. Delete when no longer needed for operational, or reference purposes, whichever is later</p> <p>c. Output Crop Progress and Condition Reports</p> <p>Disposition See Item 39a1 and 2.</p> <p>d System documentation Operations and maintenance manuals</p> <p>Disposition Temporary Destroy/delete when superseded or obsolete</p>	GRS 20 Item 11b	39 OF 40

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48	<p><u>Survey Performance Measure Records</u></p> <p>The survey performance measure program establishes a uniform system for measuring the performance of each field office for designated national probability surveys. Performance measures include records such as survey response rates, costs, useable reports, and survey completion dates. Information includes quarterly and annual reports with indicators identifying survey quality, timeliness, and efficiency by State. Survey performance information is used by Headquarters Field Office management for ranking field offices nationally to set rating levels for each field office in meeting Agency survey goals (targets exceeding expectations, targets meeting expectations, and targets not meeting expectations).</p> <p>Disposition Temporary Cut off at end of fiscal year Destroy/delete 5 years after cutoff, or when no longer needed for reference, whichever is later</p>		40 OF 40