

Final

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>71-462-04-4</i>	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>4-30-2004</i>	
1. FROM (Agency or establishment) Department of Agriculture		NOTIFICATION TO AGENCY  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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Food and Nutrition Service			
3. MINOR SUBDIVISION Food Distribution Division			
4. NAME OF PERSON WITH WHOM TO CONFER Teresa M. Frye	4. TELEPHONE NUMBER (703) 305-1629	DATE <i>6/1/07</i>	ARCHIVIST OF THE UNITED STATES <i>Alta Wanta</i>
5. 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 <u>4</u> 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>04-19-2004</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Teresa M. Frye</i>		TITLE <i>Agency 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 GRS OR SUPERSEDED JOB CITATION	10.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)
	This request involves creating a schedule for the following electronic system:  <u><b>Electronic Commodity Ordering System (ECOS)</b></u>  The ECOS is a USDA Web-based food ordering system. The system was initially designed for food ordering via the Web. The system is also used to report on the Delivery Order Acknowledgements, Pre-Round Surveys, Delivery Order Updates, Entitlements, Commodities, Delivery Destinations and Standard Remarks generated in the Process Commodities Inventory Management System (PCIMS).  The ECOS function areas support a standardized USDA process for commodity availability, requisition, reporting and flow-down of organizational process management. This enhances timely communications between organizations ordering commodities and the supply-side support for fulfilling demand-driven orders.		

*At 6/7/07 copies sent to Agency, NWRMD, NWRME, NWRNW, NWRCT, NWR*

This request involves creating a schedule for the following electronic system:

1. **Electronic Commodity Ordering System (ECOS)**

a. **ECOS Inputs.** Consists of input from the Recipient Agencies (customers) regarding food order demand and State Distribution Agencies (at State level) by means of the Import/Export feature.

**TEMPORARY.** Retain on-line for 3 fiscal years. Archive off-line for additional four fiscal years and then destroy.

b. **Database (Master File).** List of commodities and information from the Processed Commodities Inventory Management System (PCIMS).

**TEMPORARY.** Retain on-line for 3 fiscal years. Archive off-line for additional four fiscal years and then destroy.

c. **ECOS Output Reports.**

ECOS provides 10 preformatted reports. Each report can be customized to display data that is unique to your organization. You can view the report online or save it as an Adobe Acrobat file (.pdf format) for later use or printing.

**Food Order Reports**

1. **Delivery Order Status Report** - provides USDA delivery order information -- by survey, commodity, delivery period, or delivery location. This report can be used to monitor the status of delivery orders as they are submitted, placed on an invitation, purchased, and shipped.

a. Electronic – **TEMPORARY.** Destroy when superseded or no longer needed for administrative purposes.

b. Paper – **TEMPORARY.** Destroy when superseded or no longer needed for administrative purposes.

2. **Delivery Order Inquiry** - provides detailed information about specific USDA delivery orders. This report can be used to obtain most

information contained on USDA delivery orders.

- a. Electronic – **TEMPORARY**. Destroy when superseded or no longer needed for administrative purposes.
- b. Paper – **TEMPORARY**. Destroy when no longer needed for administrative purposes.

**3. Requisition Status Report** - provides the status of requisitions submitted -- by organization, commodity, delivery period, or delivery location.

- a. Electronic – **TEMPORARY**. Destroy when superseded or no longer needed for administrative purposes.
- b. Paper – **TEMPORARY**. Destroy when superseded or no longer needed for administrative purposes.

**4. Requisition By PCIMS Order Report** - provides a list of the requisitions on USDA delivery orders, including the recipient agency that placed the requisitions.

- a. Electronic – **TEMPORARY**. Destroy when no longer needed for administrative purposes.
- b. Paper – **TEMPORARY**. Destroy when no longer needed for administrative purposes.

#### **Entitlement Bonus Reports**

**5. State Delivery Agencies (SDA) Entitlement Status Report** - is used to monitor entitlement balances at the SDA level. It shows all delivery orders drawing down on the state's entitlement.

- a. Electronic – **TEMPORARY**. Destroy when superseded or no longer needed for administrative purposes.
- b. Paper – **TEMPORARY**. Destroy when superseded or no longer needed for administrative purposes.

**6. Entitlement Summary** - provides a snapshot of entitlement information for the program year. This report includes the beginning entitlement balance, the total of all orders, and the ending entitlement balance.

- a. Electronic – **TEMPORARY**. Destroy when superseded or no longer needed for administrative purposes.
- b. Paper – **TEMPORARY**. Destroy when superseded or no longer needed for administrative purposes.

**7. Recipient Agency Entitlement Status Report** - provides entitlement balance information for a designated Recipient Agency. This report shows beginning entitlement balance, total planned requisition amount, and planned entitlement balance.

- a. Electronic – **TEMPORARY**. Destroy when superseded or no longer needed for administrative purposes.
- b. Paper – **TEMPORARY**. Destroy when superseded or no longer needed for administrative purposes.

**8. Program Entitlement Information** - provides a snapshot of state-level entitlement information for a program year. This report includes meal counts, preliminary entitlement balance, DOD fresh amount, and remaining entitlement level.

- a. Electronic – **TEMPORARY**. Destroy when superseded or no longer needed for administrative purposes.
- b. Paper – **TEMPORARY**. Destroy when superseded or no longer needed for administrative purposes.

**d. ECOS Documentation**. Consist of ATG Dynamo 6.1 Enterprise Package (Customer Relationship Management) administration functions and Product Catalog, Oracle Object Database and Dictionary, Section 508 Compliant, Security Certification and Risk Assessment, January 2003, user's manuals, training guides, and policies and procedures for adding and deleting from the system.

Also included are related information pertaining to the content and technical management of the ECOS and all documentation required for and support of system.

- 1. Electronic copy. **TEMPORARY**. Retain until obsolete or superseded

2. Paper copy. **TEMPORARY**. Retain until obsolete or superseded.

**2. Web Site Records**

a. **Web Site Archives** – Paper records that contain all screen printouts of ecos.usda.gov Web Site pages at any given point in time. This material as actually seen by a user as of a specific date.

**TEMPORARY**. Cut off at the end of the fiscal year. Destroy 5 FYs after cutoff.

b. **Change Control Records** – Records that contain Web Site change requests, the source code listing, and all clearance.

1. Electronic – **TEMPORARY**. Delete after recordkeeping copy has been produced.

2. Paper – **TEMPORARY**. Cut off at the end of the fiscal year. Destroy 1 FY after cutoff.

c. **Migration Records** – Electronic records that contain Web site migration documentation, i.e., date and time of migration, list of change items, and steps for conducting the migration from the proof server to the production server.

**TEMPORARY**. Cut off at the end of the fiscal year. Destroy data 1 FY after cutoff.

d. **Web Site Feedback and Statistical Reports** – Electronic records that contain all comments and feedback from Web site users. There is also another set of reports which contain utilization statistics on the Web site, and other reports on the Internet and E-mail.

**TEMPORARY**. Archive monthly. Cut off at the end of the fiscal year. Destroy data 3 FYs after cutoff.

e. **Web Site Electronic Code** – Electronic code (HTML, etc.) that contain the information to produce the ECOS Web site at any given point in time.

**TEMPORARY**. Current code is superseded on an ongoing basis as new information is put on the Web site. Codes will be deleted when no longer needed for agency business.

Web site address: <https://ecos.usda.gov>

**3. Electronic Mail and Word Processing Records**

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by this item. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revising, or disseminating.

- a. Copies of records covered by above items that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to procure the recordkeeping copy.

**TEMPORARY:** Destroy/delete within 180 days after the recordkeeping copy has been produced. GRS 20, items 13 and 14.

- b. Copies used for disseminating, revising, or updating that are maintained in addition to recordkeeping copy.

**TEMPORARY:** Destroy/delete when disseminating, revising, or updating is completed. GRS 20, items 13 and 14.

*GRS 20/13-14*