

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER 71-462-04-9	DATE RECEIVED 7-8-2004
1. FROM (Agency or establishment) U.S. Department of Agriculture		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Food Safety and Inspection 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Administrative Services Division			
4. NAME OF PERSON WITH WHOM TO CONFER Keith Holden	5. TELEPHONE (301)504-3999	DATE 6/28/04	ARCHIVIST OF THE UNITED STATES [Signature]

**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 now needed for the business of 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,

is not required;  is attached; or  has been requested.

DATE 7/6/04	SIGNATURE OF AGENCY REPRESENTATIVE [Signature]	TITLE CHIEF, INFORMATION MANAGEMENT
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
	Microbiological and Residue Contamination Information System (MARCIS) (See attached sheets)		

**Name:** Microbiological and Residue Contamination Information System (MARCIS)

**Agency Program:** Office of Public Health and Science (OPHS)

**Applicability:** Laboratory Sample and Data Management (LSDMS)

**Identifying Information:**

**Description:** The Microbiological and Residue Contamination Information System (MARCIS) provides information on microbiological, chemical, and pathological analyses of domestic and imported meat poultry and their processed products. Samples are analyzed through the combined resources of accredited laboratories and the three FSIS Field Service laboratories. In general, results include the type of chemical compounds and microbiological organisms for which the sample was evaluated, and the qualitative/quantitative findings.

**Specific Restrictions:** Information on microbiological, chemical, and pathological analyses.

**Disposition Information:**

**Item 1. System inputs**

~~Information on microbiological, chemical, and pathological analyses of domestic and imported meat, poultry and their processed products.~~

~~**TEMPORARY.** Delete when data have been entered into the master files or database and verified, or when no longer required to support reconstruction, or to serve as back-up to, a master file or database, whichever is later. **GRS 20, item 2b.**~~

**Item 2. Master file**

Datasets that have names of corresponding assigned codes for detail data items. Contain sample identification information and results from the analysis of sample collected from meat, poultry and egg products completed by FSIS laboratories, contract laboratories, and accredited laboratories. This information is grouped in four scientific disciplinary areas: Residue, Food Chemistry, Pathology and Microbiology. The samples categories are monitoring, surveillance, exploratory, enforcement testing, laboratories QA/QC and methods development. The date coverage is on a calendar year basis with a time span calendar year 1990 to present. Geographically the system covers all USDA federally inspected slaughter establishments, retail stores and imported product at port of entry.

**TEMPORARY.** Destroy 6 years after termination of system and successful migration of data or termination of system.

**Item 3. Output.**

~~Disposition of animal/product based on analytical findings. Summaries by discipline program area and annual report to congress.~~

~~**TEMPORARY.** Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes. **GRS 20, item 6.**~~

**Item 4. System Documentation.**

~~User manual, training guides and policies and procedures for adding and deleting from the system and related information pertaining to the content and technical management of the MARCIS.~~

~~**TEMPORARY.** Destroy or delete when superseded or obsolete, or upon authorized deletion of the related master file or database or upon the destruction of the output of the system if the output is needed to protect legal rights; whichever is latest. **GRS 20, item 11(a).**~~