

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER 71-462-04-19	DATE RECEIVED
1. FROM (Agency or establishment) U.S. 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Safety and Inspection Service			
3. MINOR SUBDIVISION Administrative Services Division			
4. NAME OF PERSON WITH WHOM TO CONFER Keith Holden	5. TELEPHONE (301)504-3999	DATE 10/11/04	ARCHIVIST OF THE UNITED STATES Allen W. ...

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 2 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 8/19/04	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE Chief IMAB, ASD
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
	Laboratory E-mail Application for Results Notification (LEARN) (See attached sheets)		

RA 10/24/05 copies sent to Agency, number, number, number, number, number, number, number

Laboratory E-mail Application for Results Notification (LEARN)

1. The Laboratory E-mail Application for Results Notification (LEARN) provides electronic status reports on the samples that FSIS collects. LEARN is an automated process that tracks each sample as it is received, analyzed, and reported. This system is used by agency personnel, laboratory management and state officials.

- a. Systems Inputs. Input data forms and information are obtained from the Laboratory Sample Flow System (LSFS) at the Eastern Lab daily. Also input are email addresses of recipients; analysis results and codes; laboratories names, addresses, and codes.

TEMPORARY. Destroy input data after recordkeeping copy is produced and verified.

- b. Master File. Master files contain samples and analysis resulting from lab testing of meat, poultry, and egg products. This system contains records created from January 2001 to present. Geographically the system covers all samples submitted to FSIS Technical Service Laboratories for analysis from approved sources national and foreign countries.

TEMPORARY. Back-up master file at the end of the calendar year. Destroy or delete 21 years after backup.

- c. Data Outputs. Sample status and analysis result reports.

TEMPORARY. Cut-off at end of (fiscal/calendar) year. Destroy three years after cut-off.

- d. 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 LEARN system.

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

2. 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.

- 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.

NOTE: *FSIS agrees to maintain these records in accordance with 36 CFR 1234 §§30-32 for the entire 21-year retention period.*