

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
1. FROM (Agency or establishment) U.S. Department of Agriculture	
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

<b>LEAVE BLANK (NARA use only)</b>	
JOB NUMBER <i>21-462-05-6</i>	
DATE RECEIVED <i>11-15-2004</i>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
DATE <i>11/15/04</i>	ARCHIVIST OF THE UNITED STATES <i>Allen Weinstein</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 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 <i>11/15/04</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE <i>Chief IMAAS, ASD</i>
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
	Automated Import Information System (AIIS) (See attached sheets)		
<i>Agency NR number</i>			

## **Automated Import Information System (AIIS)**

The Import Inspection Division of the Office of International Affairs, USDA Food Safety and Inspection Service, plans and administers a national reinspection program of all shipments of meat and poultry imported into the country. The office uses AIIS to assign reinspection tasks to import inspectors who are stationed at ports of entry, and to store information on reinspections and results, including laboratory sample results and items refused entry. The system makes use of statistical sampling precisely targeted to specific categories of imported products to enable staff to make regulatory decisions about the performance and equivalence of the foreign country's inspection system. The results of this analysis allow auditors and analysts to identify trends that warrant in-depth examination or to identify foreign plants that have poor compliance records and warrant attention.

### **1. Inputs:**

- a. Application form (FSIS-9540-1) which includes information from the foreign health certificate such as country of origin, certificate serial number, shipping marks, Customs entry number, foreign health certificate, foreign establishment(s) that produced and exported the item, species, type of product, number of units, and net weight.

**Disposition:** Cut off at the end of the fiscal year. Destroy/delete 3 years after cutoff (Supercedes N1-462-94-1, Item 5a).

- b. Lab reports for chemical, microbiological, and residue testing on selected samples.

**Disposition:** Cut off at the end of the fiscal year. Destroy/delete 3 years after cutoff (Supercedes NC1-462-80-3, Item 4b1).

- c. Information on inspectors and points of entry, used to schedule reinspections.

**Disposition:** Destroy/delete when superseded or outdated.

2. **Masterfile:** Information on inspectors, shipments, and ports of entry. Data in this system include country of origin, foreign producer, unique shipping mark, foreign health certificate, Customs entry number, type of product, species, number of units, net weight, and inspection assignments. The system also contains results of the inspections for labeling compliance, condition of containers, and lab analyses for residues, microbiology, and chemistry. AIIS contains as well records of items rejected and refused entry. Data in the system span the years from August 2002 to the present.

**Disposition:** Cut off at the end of the fiscal year. Destroy/delete 15 years after cutoff.

**FSIS agrees to maintain these records in accordance with 36 CFR 1234§§30-32 for the entire 15-year retention period.**

### 3. Outputs:

- a. Inspection assignments that are printed out and kept with the case files in the field offices.

**Disposition:** Cut off at the end of the fiscal year. Destroy 3 years after cutoff.

- b. Summary reports such as reinspection reports, rejected items reports, missing type of inspection reports, type of inspection reports, performance reports, refused entry reports.

**Disposition:** Cut off at the end of the fiscal year. Destroy/delete 15 years after cutoff.

- c. Analytical reports for auditors and analysts, including number of lots and net weight by countries reports, disease status in ineligible countries reports, sampling schedules reports, intensified status reports, possible "failures to present" reports, inspection results not completed reports, reports to foreign countries (New Zealand, Australia, Canada), reports to Congress, and ad hoc reports upon request.

**Disposition:** Cut off at the end of the fiscal year. Destroy/delete 7 years after cutoff.

- d. Queries.

**Disposition:** Cut off at the end of the fiscal year. Destroy/delete 7 years after cutoff.

4. **Documentation:** User manuals, training guides, policies and procedures for additions and deletions from the system.

**Disposition:** Cut off at the end of the fiscal year. Delete/destroy 15 years after cutoff.

5. **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 the items above. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revising, and disseminating.

- a. Copies of records that have no further administrative value after the recordkeeping copy is made. This includes copies maintained by individuals in personnel 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 produce the recordkeeping copies.

**Disposition:** 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.

**Disposition:** Destroy/delete when disseminating, revising, or updating is completed.