

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-462-09-1	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 9/14/09	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 and Nutrition Service			
3 MINOR SUBDIVISION Financial Management, Budget Division			
4. NAME OF PERSON WITH WHOM TO CONFER Ricardo Romero <i>RAM</i>	5 TELEPHONE NUMBER (703) 305-2570	DATE 8/24/09	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 _____ 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 9/09/2009	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>		TITLE Agency Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	SEE ATTACHED NDB – National Data Bank		

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>Title: National Data Bank (NDB)</p> <p>Agency: U.S. Department of Agriculture (USDA), Food and Nutrition Service (FNS)</p> <p>Office: Financial Management, Budget Division</p> <p>NARA Disposal Authority:</p> <p>This schedule authorizes the disposition of the record copy in any media (media neutral), excluding any records already in electronic form. Records designated for permanent retention must be transferred to the National Archives in accordance with NARA standards at the time of transfer.</p> <p>Description:</p> <p>The NDB system has been designed to support the diverse data and analytical needs of the USDA Food and Nutrition Service (USDA/FNS) personnel, and to provide official program data to the general public. The NDB is intended to provide the Agency with: one consistent set of data common to the Agency; web-based end-user software; integrated analysis tools, support and compatibility with the Long-Range Information Resources Management (IRM) Plan, Office Information Technology (OIT) and Budget Division (BUD) support efforts; and have the flexibility to adapt to changing data needs, analytical requirements, and enhanced computer and telecommunication capabilities.</p> <p>Disposition Instructions:</p> <p>Item 1. Input.</p> <p>The NDB system provides a single official repository to support analysis and public release of FNS program information. Through the Food Programs Reporting</p>	<div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <p>NDB revised FNS Code 76, N1-462-95-4</p> </div>	

~~System (FPRS), data from the Supplemental Nutrition and Assistance Program (SNAP), the Special Nutrition Program (SNP), and the Processed Commodities Inventory Management System (PCIMS) is extracted and imported into the NDB database. Selected data from Bureau of Labor Statistics (BLS) and the Bureau of the Census are also entered to NDB.~~

~~Disposition. **TEMPORARY.** Delete when data have been entered into the master file or database and verified, or when no longer required to support reconstruction of, or serve as backup to, a master file or database, whichever is later. **GRS 20, Electronic Records, item 2(b).**~~

~~Varies. Following instructions for related files.~~

Item 2: Master file/database.

NDB links to FPRS and PCIMS. It supports the Automated Grants Closeout (AGC), The Office of Research Analysis (ORA), the Federal Funding Accountability, and the Transparency Act (FFATA) and Federal Assistance Awards Database System (FAADS).

Disposition. **PERMANENT.** Transfer to NARA every 3 years to the National Archives as specified in 36 CFR 1228.270 or standards applicable at the time.

Superseded: N1-462-95-4, item 3 (FNS Code 76)

Outputs and Reports.

NDB produces various reports and files for multiple users and other systems.

Item 3: Electronic: Downloaded and Copies Data. Derived data and data files that are copied, extracted, merged, and/or calculated from other data generated within the agency, when the original data is retained.

~~Disposition. **TEMPORARY.** Derived data~~

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~~used for ad hoc or one-time inspection, analysis or review, if the derived data is not needed to support the results of the inspection, analysis or review. **GRS 20, Electronic Records, item 12(a).**~~

Disposition. **TEMPORARY.** Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes. **GRS 20, Electronic Records, item 12(b).**

Item 4. Derived data that provide user access in lieu of hard copy reports that are authorized for disposal.

Disposition. TEMPORARY. Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes. **GRS 20, Electronic Records, item 12(c).**

Item 5. Metadata or reference data, such as format, range, or domain specifications which is transferred from a host computer or server to another computer for input, updating, or transaction processing operations.

Disposition. Temporary. Delete from the receiving system or device when no longer needed for processing. **GRS 20, Electronic Records, item 12(c).**

Item 6. Hard copy printouts created to meet ad hoc business needs. Printouts derived from electronic records created on an ad hoc basis for reference purposes or to meet day-to-day business needs.

Disposition. **TEMPORARY.** Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes, provided the printouts do not contain substantive information, such as substantive annotations, that is not included in the electronic records. (Printouts that contain substantive information should be disposed of in accordance with the

~~NARA-approved schedule that covers the series in which they are filed.). GRS 20, Electronic Records, item 16~~

~~Item 7: System documentation~~

~~Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium) relating to a master file, database or other electronic records.~~

~~Disposition. **Permanent.** Transfer to the National Archives with the permanent electronic records to which the documentation relates.~~

GRS 20, Item 11A(2)