

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-462-09- 10	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 9/25/09	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Center for Nutrition Policy and Promotion			
3 MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Ricardo Romero <i>RRR</i>	5 TELEPHONE NUMBER (703) 305-2570	DATE 9/22/09	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 9/22/09	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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 <i>MyPyramid Tracker</i> NOTE CNPP is serviced by FNS (Mission Area Food, Nutrition, and Consumer Services)		

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>Title: MyPyramid Tracker</p> <p>Agency: U.S. Department of Agriculture (USDA), Center for Nutrition Policy and Promotion (CNPP)</p> <p>Office: Center for Nutrition Policy and Promotion (CNPP)</p> <p>NARA Disposal Authority:</p> <p>This schedule authorizes the disposition of the record copy in any media (media neutral). 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>MyPyramid food plans are designed for the general public ages 2 and over. The data is based upon the 2005 Dietary Guidelines for Americans, which is released every five years (the next update is set for 2010). The purpose of the revision was to (1) improve its effectiveness in motivating consumers to make healthier food choices and (2) ensure that USDA's Food Guidance System reflects the latest nutritional science.</p> <p>The <i>Dietary Guidelines</i> are a foundation of MyPyramid.gov (Food Guidance System), which presents the science in a consumer-friendly form that helps people to be healthier by applying the science to their own lives. MyPyramid.gov updates the Food Guide Pyramid released in 1992. This new educational tool incorporates the updated 2005 <i>Dietary Guidelines</i> and makes recommendations on what and how much to eat.</p> <p>Disposition Instructions:</p>		

	<p>Item 1. <u>Input.</u></p> <p>Users (public) are asked to enter age, sex, level of physical activity optional information such as weight and height.</p> <p>Item 2: <u>Master file/database.</u></p> <p>Master file/database contains user account information along with user's personal dietary and physical activity information.</p> <p>Temporary. Maintain individual's records for one (1) year, then delete.</p> <p>Item 3. <u>Outputs.</u></p> <p>For each food group, an individual can identify what's in the food group, how much is needed, what counts as an ounce, health benefits and nutrients, tips to help you eat foods in the food groups, and tips are provided to help eat a healthy diet.</p> <p>Records that contain summarized or aggregated information created by combining data elements or individual observations from a single master file or data base.</p> <p>Temporary. Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.</p> <p>Item 4: <u>System documentation</u></p> <p>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.</p> <p>Temporary. Destroy or delete upon authorized deletion of the related electronic records (Item b) or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is later.</p>	<p>GRS 20, 2d</p> <p>GRS 20, 4</p> <p>GRS 20, 11a</p>	
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