

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 NI-463-09-1	DATE RECEIVED 9/29/09
1 FROM (Agency or establishment) United States Department of Agriculture		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Animal and Plant Health Inspection Service			
3 MINOR SUBDIVISION Veterinary Services			
4 NAME OF PERSON WITH WHOM TO CONFER Cathy McDuffie	5 TELEPHONE 301 851-2626	DATE 11/17/2011	ARCHIVIST OF THE UNITED STATES WITHDRAWN

6 AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in the matters pertaining to the disposition of its records and that the records proposed for disposal attached _____ page(s) are not 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 9/28/09	SIGNATURE OF AGENCY REPRESENTATIVE <i>Cathy McDuffie</i>	TITLE RECORDS OFFICER
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Veterinary Services Process Streamlining See attached sheet		

Agency: Animal and Plant Health Inspection Service

Name of System: Veterinary Services Process Streamlining

Description of System: VSPS creates an electronic means of capturing, maintaining and analyzing information associated with the APHIS VS regulatory activities for animal import/export/interstate monitoring and the Veterinary Accreditation Program.

Item 1. Input GRS 20, item 2(a)4

Item 2. Master File Accredited Veterinarian Data – Name, Social Security Number, address, phone number, state license number, veterinarian status, and violations

Animal Movement Data – Origin address, Destination Address, Premises ID Number, quantity of animals moved, dates moved, vaccinations given, tests request, test results

DISPOSITION: Transfer to new system and cut off annually
 PERMANENT Transfer to the National Archives and Records Administration (NARA) according to 36 CFR 1228 270

Item 3. Outputs Summary laboratory and test reports (paper or electronic) generated as needed to evaluate laboratory testing capacity and capability and messaging volume

DISPOSITION GRS 20, item 6

Item 4. System Documentation Requirements documentation, maintenance and user manuals, system design, database schema, and other system documentation.

DISPOSITION: Transfer to new system and cut off annually
 PERMANENT. Transfer to the National Archives and Records Administration (NARA) according to 36 CFR 1228 270

**USDA/Animal and Plant Health inspection Service
Veterinary Services Process Streamlining**

Veterinary Services Process Streamlining (VSPS) is a multi purpose system of the USDA / APHIS / Veterinary Services (VS) In general VSPS is associated with regulatory activities for animal and animal product movement into and out of the US as well as interstate and intrastate movements The system is made up of six modules

1 Master Files

1 a National Veterinary Accreditation Program (NVAP) Module

This module is used to manage all of their accredited veterinary records including National Accreditation Numbers, Reaccreditation Timelines and contact information for accredited veterinarians around the country An accredited veterinarian can access the system to apply for accreditation or renewal on-line Contains contact information, state license number, veterinarian status and violations

DISPOSITION TEMPORARY Cut-off record at notification of veterinarian's death or 110 years from date of veterinarian's birth whichever is sooner Destroy records 3 years after cut-off

Comment [NARA-rebT1] Per Joseph Vantiem email I added the delete three years after cut-off in case a death is misreported or some other contingency

1 b Interstate Movement Module

This web-based Interstate Module for Certificates of Veterinary Inspection (CVI) and supporting documents are USDA provided at no cost to states and accredited veterinarians Accredited Veterinarians may set up a practice to allow document sharing among practice members including CVI data, test record information, business contact and animal information A new addition to this module allows states to enter already issued certificates of veterinary inspection into the retrospective CVI portion of the interstate module

DISPOSITION TEMPORARY

Comment [NARA-rebT2] For this and all the remaining modules, I need a cut-off and a retention The PIA says 7 years but I am not sure this is accurate for all of these modules

1 c Animal Import Module

This module is used by Port Veterinarians to process release or refusal papers issued at the ports A Port VMO can also create most forms associated with importing animals into the US In the future this module will allow brokers to create a 17-29 on-line as part of an importation

DISPOSITION TEMPORARY

1 d Animal Import Center Reservation Module

Brokers use this module to create documents needed for importation as well as reserve space at the two federal animal import centers in the US

DISPOSITION TEMPORARY

1 e **Product Import Module**

National Product Import Staff use this module to track the establishments that are approved to import animal products into the US. Eventually this module will be expanded to allow field staff to directly enter inspection and approval information for these establishments. The home page of VSPS also allows the public to search for an Establishment that is approved to accept animal products imported into the US.

DISPOSITION TEMPORARY

1 f **Product Export Module**

This module is used to manage records of establishments that are approved to Export Animal Products. Field personnel have "view" access to this module to confirm which facilities are approved to export certain animal products.

DISPOSITION TEMPORARY