

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-463-09-3	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 MRPBS			
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OF PERSON WITH WHOM TO CONFER Cathy McDuffie	5 TELEPHONE 301 851-2626	DATE 11/17/2011	ARCHIVIST OF THE UNITED STATES WITHDRAWN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 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	SITC National Communication and Activity System  See attached sheet.		

**Agency:** **Animal and Plant Health Inspection Service**

**Name of System:** SITC National Communication and Activity System

**Description of System:** This system is used by SITC personnel for purposes of science, analysis, budget, trade, metrics, supervisors and management decision. SITC personnel investigate pathway/commodity relationships under the regulatory authority of the Plant Protection Act and the Animal Health Protection Act along with specific Code of Federal Regulations that apply to the commodity/pest/pathogen associations and those pathways used for smuggling prohibited and regulated commodities into U S commerce

**Item 1. Input** DISPOSITION: Cut off annually  
PERMANENT Transfer to the National Archives and Records Administration (NARA) according to 36 CFR 1228.270

**Item 2. Master File** Customer and Employee Data  
DISPOSITION: Cut off annually  
PERMANENT Transfer to the National Archives and Records Administration (NARA) according to 36 CFR 1228.270

**Item 3. Outputs** PERMANENT Transfer to the National Archives and Records Administration (NARA) according to 36 CFR 1228.270

**Item 4. System Documentation** Data Dictionary and Database Diagrams  
PERMANENT. Transfer to the National Archives and Records Administration (NARA) according to 36 CFR 1228.270