

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-463-09-9	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 Animal Care			
4 NAME OF PERSON WITH WHOM TO CONFER Cathy McDuffie	5 TELEPHONE 301 851-2626	DATE 12/1/09	ARCHIVIST OF THE UNITED STATES

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 Manuel for Guidance of Federal Agencies,

is not required, is attached, or has been requested

DATE 7/28/07	SIGNATURE OF AGENCY REPRESENTATIVE 	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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Animal Care Information System See attached sheet.		

AGENCY: Animal and Plant Health Inspection Service (APHIS)

NAME OF SYSTEM: Animal Care Information Service (ACIS)

DESCRIPTION OF SYSTEM USDA is committed to carry out its responsibilities and meet public expectations in enforcing the Animal Welfare Act (AWA) and the Horse Protection Act (HPA) ACIS provides a standard approach to collect, record analyze, maintain, and report information to cooperation and regulatory entities The system will be used to collect and manage customer data for license, registration, facility research, and data gathered from horse shows around the country by the Horse Organization Industries (HOI) and Animal Care (AC) inspectors

Inputs, outputs, and system documentation are covered under the GRS 20, *Electronic Records*, items 2(a) (b), item 6, and 11(a)

ITEM 1, MASTER FILE

This database maintain license, registration, and inspection data including names of business, owner's name, address, telephone number, employee identification number, location of animal, animals used in research, violations, animal inventory, risk assessments, horse shows, and inspection results Horse protection data includes HIO name, horse show name and location, owner, rider, exhibitor or horse violations, and tickets information

DISPOSITION Temporary. Cut off ~~annually~~ ^{at the end of the fiscal year in which created or received.} Delete/destroy ~~when~~ ³ years, ¹ after cutoff.

*Revised per telecon w/ Rec. Off. on 1/28/11. AK