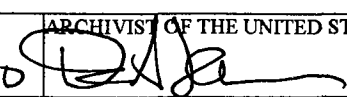



REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-463-09-10	DATE RECEIVED 9/29/09
1 FROM (Agency or establishment) United States Department of Agriculture		NOTIFICATION 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 9 NOV 10	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 9/28/09	SIGNATURE OF AGENCY REPRESENTATIVE 	TITLE RECORDS OFFICER
-----------------	---	--------------------------

7. ITEM NO	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	High Consequence Agency Registration and Tracking System See attached sheet.		

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

Name of System: High Consequence Agency Registration and Tracking System

Description of System: The Agricultural Bioterrorism Act of 2002 required USDA to register, track and regulate entities and individuals with access to specified select biological agents and toxins, the NSAR is a joint APHIS/CDC extranet, database and APHIS workflow management tool

Input, output, and system documentation are covered under the General Records Schedule 20, Electronic Records, Items 2(a)4, 11b, and 16

Item 2. Master File Information on entities and individuals with access to specified select biological agents System contains images of scanned documents submitted by entities and data from the forms by data entry personnel

DISPOSITION Cut off at the end of the calendar Delete/destroy 6 years after cutoff date or when no longer needed for agency business