

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-463-10-1	DATE RECEIVED 10/2/07
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NAME OF PERSON WITH WHOM TO CONFER Cathy McDuffie	5 TELEPHONE 301 851-2626	DATE 9/28/10	ARCHIVIST OF THE UNITED STATES WITHDRAWN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 Manuel for Guidance of Federal Agencies,

is not required, is attached, or has been requested

DATE 9/28/07	SIGNATURE OF AGENCY REPRESENTATIVE Cathy McDuffie	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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<ul style="list-style-type: none"> APHISwide Document Imaging System See attached sheet.		

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

Name of System: APHISwide Document Imaging System

Description of System: Create a consistent, shared APHIS-wide process for capturing hard-copy documents into a variety of electronic formats that would allow migration of existing local, incompatible imaging systems. This system will include an indexing system for captured documents to allow easy access and retrieval by APHIS employees in a timely and efficient fashion for distribution and use a retention schedule consistent with guidelines from the National Archives and Records Administration (NARA)

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

Item 2. Master File Document Imaging System files can be retrieved in tif images, pdf image+text files, pdf reports on metadata

Item 3. Outputs GRS 20, item 16

Item 4. System Documentation DISPOSITION. TEMPORARY
GRS 20, item 11b