

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 NF 463-10-2	DATE RECEIVED 10/2/09
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 10/2/09	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 9/28/07	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 GRS OR SUPERSEDED JOB CITATION	10.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)
	User Fee System See attached sheet.		

Agency: Animal and Plant Health Inspection Service
Name of System: User Fee System

Description of System: The USDA/APHIS User Fee System (UFS) provides an automated process to manage user fees associated with Veterinary Services (VS) services. This system unifies the collection process and links collection centers (e.g , ports, area offices, and laboratories) with fee processing, management, and collection entities such as Marketing and Regulatory Programs Business Services (MRPBS) in Minneapolis, MN and the Office of the Chief Financial Officer – National Finance Center (OCFO-NFC) in New Orleans, LA

~~Item 1 – Input~~ ~~Hardcopy financial and budget forms.~~

~~DISPOSITION – TEMPORARY. Destroy after the information has been converted to an electronic medium and verified, when no longer needed for legal or audit purposes or to support the reconstruction of, or serve as a backup to, the electronic records, or 60 days after NARA has been provided the notification required by 36 CFR 1228.31(b)(1)(i), whichever is later – **GRS 20, Electronic Records, item 2(a) 4.**~~

Item 2. Master File UFS database records contain information regarding financial transactions and/or collections efforts processed on behalf of the USDA/APHIS/VS for services provided.

DISPOSITION. TEMPORARY Cut off yearly. Destroy when 6 years 3 months

~~Item 3. – Outputs~~ ~~Reports~~

~~DISPOSITION. TEMPORARY. Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes. – **GRS 20, Electronic Records, item 6.**~~

~~Item 4 – System Documentation~~ ~~Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium) relating to a master file, database or other electronic records.~~

~~DISPOSITION: TEMPORARY. Destroy or delete upon~~

~~authorized deletion of the related electronic records or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is later. **GRS 20, Electronic Records, item 11(a)(1).**~~