

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>540-06-4</i> 71-06-06-2	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD; COLLEGE PARK, MD 20740-6001		Date received 6-13-2005 <i>10/12/2005</i>	
1 FROM (Agency or establishment) U S Department of Agriculture		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U S C 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION Research, Education, and Economics (REE) Mission Area			
3 MINOR SUBDIVISION Cooperative State Research, Education, and Extension Service (CSREES)			
4. NAME OF PERSON WITH WHOM TO CONFER Crystal Zeh	5 TELEPHONE NUMBER 202-401-5924	DATE <i>2/6/07</i>	ARCHIVIST OF THE UNITED STATES <i>Allen Warrick</i>
6 AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>1</u> page(s) are not needed now for the business for 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, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE <i>10/12/05</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Crystal Zeh</i>		TITLE <i>Records Management Officer</i>
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	See attached		

SA 2/8/07 copies sent to Agency, NWRM, NWRME, NWRMW, NR

Item No.	Description of Item and Proposed Disposition	GRS or Superseded Job Citation	Action Taken (NARA Use Only)
1	<p><u>Research, Education, and Economics Information System (REEIS).</u></p> <p>REEIS is a data warehouse containing information on the research, education, and extension programs, projects, and activities of the U.S. Department of Agriculture in the areas of food, nutrition, and natural resources. REEIS contains data produced and owned by the Agency as well as data from other Federal agencies and non-Federal organizations. The objective of the system is to enable users to measure the impact and effectiveness of research, education, and extension programs. REEIS is mandated by the Federal Agriculture Improvement and Reform Act of 1996. REEIS data are organized and accessible to the user in data marts. Data in REEIS span 1984 to the present, although not all data marts contain data back to 1984 or up to the present.</p> <p>For the data produced and owned by the Agency, REEIS generally contains a selection of data obtained from other, more complete repositories (with the exception of certain 4-H enrollment data, which reside only in REEIS) and presented for the purpose of analyzing trends and program effectiveness. Therefore, data in REEIS for a given subject area may have different retention requirements than the data in that subject area's source system due to the different purposes for which the data in the two systems are used. In these cases, the records disposition authorities for the source systems are referenced below.</p> <p>For data produced and owned by other Federal agencies and stored in REEIS, such as the survey of earned doctorates data which originate from the National Science Foundation, the originating Federal agency is responsible for scheduling the system.</p> <p>a. <u>System Input.</u> Includes electronic source data obtained from other electronic databases owned by the Agency, as well as from databases owned by other Federal agencies and non-Federal organizations, imported into REEIS through various means, including CD, FTP, and download. Data are imported on a routine basis (primarily annually or monthly) from the source systems.</p> <p>Disposition: Temporary. Destroy/delete after data are entered into the system and verified as accurate.</p> <p>b. <u>System Content.</u></p> <p>1. 4-H Enrollment Data.</p> <p>Dates of electronic data: 1996-2003, 2005.</p>	<p>N1-33-90-1 (3070-1), Item 1000-2-1c</p>	

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	<p>Dates of electronic data at NARA None.</p> <p>Disposition. PERMANENT Cut off after new 4-H data is updated in REEIS repository. Transfer a snapshot annually to NARA after cutoff in accordance with 36 CFR 1228 270 Delete agency data 20 years after cutoff.</p> <p>NOTE. The "Annual 4-H Youth Development Enrollment Report" is scheduled under N1-540-06-5, Item 9</p> <p>2. Plan of Work, Update Report, and Accomplishment Report Electronic Documents</p> <p>Disposition Temporary Delete when 15 years old.</p> <p>NOTE The paper Plans of Work and Plan of Work Update and Accomplishment Reports are scheduled under N1-540-06-5, Item 7 Also, the Plan of Work information system is scheduled under N1-540-06-5, Item 8</p> <p>3 Children, Youth, and Families at Risk program (CYFAR) Data</p> <p>Disposition Temporary Cut off data when 15 years old. Delete immediately after cutoff</p> <p>4. Expanded Food and Nutrition Education Program (EFNEP) Data</p> <p>Disposition Temporary Cut off data when 20 years old. Delete immediately after cutoff</p> <p>NOTE The complete EFNEP data will be scheduled as permanent under a separate disposition authority.</p> <p>5. Current Research Information System (CRIS) Data.</p> <p>a Data from CRISTRANS</p> <p>Disposition: Temporary Delete when superseded by updated data</p> <p>b Data from CRIS FHIST</p> <p>Disposition Temporary Delete when 25 years old</p>		

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	<p>NOTE: The complete CRIS data are scheduled as permanent data under N1-164-92-1, Item 4.</p> <p>6. Data Produced by other Federal Agencies or Non-Federal Organizations, such as the National Science Foundation or the U.S. Patent and Trademark Office.</p> <p>Disposition. Temporary. Delete when no longer needed for business.</p> <p>c. <u>System Output</u>. Includes pre-defined and user-defined reports used for general program monitoring and administration.</p> <p>Disposition: Temporary Destroy/delete when no longer needed for business.</p> <p>NOTE: Reports covered by another disposition authority for any of the Agency programs listed above under "b. System Content" must use the separate disposition authority for those reports.</p> <p>d. <u>System Documentation</u>. Includes functional specifications; system design specifications for each of the data marts; documentation on the data standards used in REEIS and the data standardization process; and documentation provided with the original source files.</p> <p>1. Documentation needed to support 4-H Enrollment Data. Includes but is not limited to 4-H data design specification document.</p> <p>Disposition: PERMANENT. Cut off at the end of the calendar year. Transfer to the National Archives after cutoff in accordance with 36 CFR 1228.270 along with the master files. Delete agency data 20 years after cutoff.</p> <p>2. All other documentation.</p> <p>Disposition. Temporary. Destroy/delete when superseded or obsolete.</p>		