

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 N1-545-10-1	DATE RECEIVED 10/2/09
1 FROM (Agency or establishment) United States Department of Agriculture		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Grain Inspection and Packers and Stockyards Administration			
3 MINOR SUBDIVISION			
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 9/29/09	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 GRS OR SUPERSEDED JOB CITATION	10.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)
	Export Grain Information System See attached sheet.		

EXPORT GRAIN INFORMATION SYSTEM (EGIS)

Agency: United States Department of Agriculture, Grain Inspection, Packers and Stockyards Administration (GIPSA)

Name of system: Export Grain Information System (EGIS)

Unit: The Federal Grain Inspection Service (FGIS) was created by Congress in 1976 to manage the national grain inspection system, which was initially established in 1916, and to institute a national grain weighing program. FGIS establishes the Official Standards for Grain, which is used each and every day by sellers and buyers to communicate the type of quality of grain brought and sold. FGIS also establishes standard testing methodologies that accurately and consistently measure grain quality. Finally, the program provides for the impartial application of these grades and standards through a network of Federal, State, and private inspection agencies known as the official system.

Restrictions: Privacy Act

Description: The EGIS collects information on all export grain shipments that are inspected and/or weighed. It also collects information on outbound non-export shipments from export locations where GIPSA employees perform inspection and weighing services. The system provides GIPSA with grain export information for publishing periodic export grain quality reports, reviewing grain standards, responding to inquiries about foreign complaints, and analyzing other aspects of GIPSA FGIS programs.

~~**Item 1. Inputs:** Inputs consist of information manually entered into the system from GIPSA's Form FGIS-938, Report of Grain Inspected and Weighed for Export which includes grain export data and standards.~~

~~Disposition. **TEMPORARY.** Delete when data have been entered into the master files or database and verified, or when no longer required to support reconstruction, or serve as back-up to, a master file or database, whichever is later. **GRS 20, item 2b.**~~

Item 2. Master File: This system contains one record for each export lot inspected and or weighed. Each record contains a table with the quantity of the lot and the average factor results certified for the lot. In some cases each record may contain information from several lots which were aggregated to simplify internal reporting.

Disposition. **TEMPORARY.** Cut off at the end of the calendar year. Delete/destroy 6 years after cut off date or when no longer needed for administrative, legal, or audit purposes.

~~**Item 3. System Outputs.** Data file, excel spreadsheets, text files and reports.~~

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

~~**Item 4: System Documentation:** System manual (EGIS functions), User Manual Book 4, GIS Configuration Management Plan, Disaster Recovery Plan, System Security Plan, Security Feature Users Guide, Privacy Impact Assessment, and Trusted Facilities Manual.~~

~~**TEMPORARY.** Destroy or delete when superseded or obsolete, or upon authorized deletion of the related master file or database or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is latest. **GRS 20, item 11(a).**~~