REQUEST FOR RECORDS DISPOSITION AUTHORITY	JOB NUMBER N1-545-11- 4

To. NATIONAL ARCHIVES & RECORDS ADMINISTRATION
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001

	Date received 1/24/11

1 FROM (Agency or establishment) U S Department of Agriculture	**NOTIFICATION TO AGENCY**
2 MAJOR SUBDIVISION Grain Inspection and Packers and Stockyards Administration	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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10
3 MINOR SUBDIVISION	

4 NAME OF PERSON WITH WHOM TO CONFER Cathy McDuffie	5 301-851-2636	DATE 17 NOV 11	ARCHIVIST OF THE UNITED STATES

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 ____2__ 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,

☒ is not required   ☐ is attached, or   ☐ has been requested

DATE 1/4/2011	SIGNATURE OF AGENCY REPRESENTATIVE Cathy McDuffie	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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	FGISOnLine See attached sheet		

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	Name of the System FGIS*OnLine* **Unit** GIPSA, Federal Grain Inspection Service **Restrictions** No **Description** FGISO*nLine* (formerly GIPSA Application Modernization (GAM)) is a portfolio of online business applications that allows FGIS to manage the grain and inspection programs by providing users electronic data that does not have to be reentered into multiple systems This improves internal business operations and better serves the customers of the official grain inspection and weighing service **Item 1, Master Files** Datasets contain registration/designation/delegation information, licensing information, grain inspection data, inspection results, general customer information, certificate data, grain taxonomy and grades, grain quality results, billing information, FGIS organizational structure and contact information, and equipment testing information Disposition **Temporary** Cut off at the end of the fiscal year in which data is entered into the system Destroy 10 years after cut off or whenever no longer needed for business purposes, whichever is later		

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	Name of the System FGIS*OnLine* **Unit** GIPSA, Federal Grain Inspection Service **Restrictions**. No **Description**: FGISO*nLine* (formerly GIPSA Application Modernization (GAM)) is a portfolio of online business applications that allows FGIS to manage the grain and inspection programs by providing users electronic data that does not have to be reentered into multiple systems This improves internal business operations and better serves the customers of the official grain inspection and weighing service ~~Item 1, Inputs Electronic and paper inputs consist of registration information, inspection results, general customer information, certificate data, grain taxonomy and grades, grain quality results, and equipment testing information~~ ~~TEMPORARY. Delete when data has been entered into the master files or database and verified, or when no longer required to support reconstruction of or serve as back-up to a master file or database, whichever is later GRS 20, item 2b.~~ **Item 2, Master Files** Datasets contains registration information, inspection results, general customer information, certificate data, grain taxonomy and grades, grain quality results, and equipment testing information System contains records from 2006 to present Disposition **Temporary** Destroy after 7 years or when data is no longer deemed necessary, whichever is later		

Item 3, Outputs ~~Printed forms and files, web pages, and reports in PDF and XLS.~~

~~**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** User manuals, system design documents, entity relation diagrams, data dictionaries, user requirements, help files, project plans~~

~~**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).**~~