

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NI-572-09-9</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>9/29/09</i>	
1 FROM (Agency or establishment) United States Department of Agriculture Rural Development Operations and Management SSD STOP 0742 1400 Independence Ave , SW Washington, DC 20250-0742		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Rural Housing Service			
3 MINOR SUBDIVISION Rural Development Administrative Support System			
4 NAME OF PERSON WITH WHOM TO CONFER Andrea R Jenkins Andrea Jenkins@wdc usda gov	5 TELEPHONE NUMBER 202 692-0029	DATE <i>9/20/12</i>	ARCHIVIST OF THE UNITED STATES <b>WITHDRAWN</b>
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>2</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 type="checkbox"/> is not required <input type="checkbox"/> is attached, or      X has been requested			
DATE 11/18/09	SIGNATURE OF AGENCY REPRESENTATIVE <i>Andrea R Jenkins</i>		TITLE Rural Development Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	U S Department of Agriculture Rural Development Record Group 445  Electronic Information System – Rural Development Administrative Support System (see attached)		<b>WITHDRAWN</b>

Rural Development Record Group Number 572

~~**Final:** (leave blank)~~

~~**Title:** Rural Development Administrative System~~

~~**IT Manager:** Denise Wojnar  
National Development Branch  
Management Services Division  
Office of the Chief Information Officer  
(202) 692-0163  
denise.wojnar@wdc.usda.gov~~

~~**Business Manager:** Clyde Thompson  
Deputy Administrator O&M  
202-692-0200  
clyde.thompson@wdc.usda.gov~~

~~**Applicability:** All Rural Development, Civil Rights, O&M, FMD~~

~~**Agency File Code:** Applicable guidance, e.g. 2006-I~~

~~**NARA Disposal Authority:** (leave blank)~~

~~**Description:** Rural Development – Administrative Support provides support for Rural Development administrative type functions, such as tracking audit and internal control reports, tracking and monitoring versions of web development source code, testing and deploying new web applications, purchasing office equipment, reporting on loans made to faith based and community organizations, tracking user id requests/updates, entering contact information for Rural Development partners that can be used by fellow employees, and conducting surveys of employees~~

~~**Inputs:** None (manual entry for all Administrative Systems)~~

~~**Disposition:** N/A~~

~~**Master File:** Electronic (Relational Database)~~

~~**Disposition:** Permanent for the Monitoring Program Compliance (MPC) application that supports the Rural Development Civil Rights organization, all others can be deleted once the system is no longer needed~~

~~**Outputs:** Tracking Summaries, Procurement Requests (AD-700s)~~

WITHDRAWN

9/26/12

**Disposition:** All outputs can be disposed whenever the business function has been completed, e.g. Civil Rights case completed, item procurement process completed. The outputs can be recreated from the system's Master File

**System Documentation:** Electronic Files

**Disposition:** Per System Disposition Plan

**Type of Records:** Data files

**Format:** Media Neutral

**Functions Supported:** Tracking of equipment purchases, civil rights cases, management controls, Rural Development personnel contact information, and system account information

WITHDRAWN

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