REQUEST FOR RECORDS DISPOSITION AUTHORITY

REQUEST FOR RECORDS DISPOSITION AUTHORITY	**JOB NUMBER** NI-136-05-1
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001	Date received 9/26/05

1. FROM (Agency or establishment) U.S. Department of Agriculture	**NOTIFICATION TO AGENCY**	
2. MAJOR SUBDIVISION Agricultural Marketing Service (AMS)	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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Fruit & Vegetable Program		

4. NAME OF PERSON WITH WHOM TO CONFER Janice Boteler, Janice.Boteler@usda.gov	5. TELEPHONE NUMBER 202 720-0566	DATE 9/28/06	ARCHIVIST OF THE UNITED STATES *Allen Weinstein*

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 _____ 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 9/20/05	SIGNATURE OF AGENCY REPRESENTATIVE *Janice Boteler*	TITLE AMS Records Management 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 GRS OR SUPERSEDED JOB CITATION	10.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 Agricultural Marketing Service Record Group 136 Electronic Information System - PACA Oracle Database (see attached). PRIOR APPROVAL BY NARA – AMS Unique Records Schedule Fruit and Vegetable Program, Record Series 7000 was previously approved by NARA (see attached).		

115-109 PREVIOUS EDITION NOT USABLE STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA 36 CFR 1228

JS 10/12/06 copies sent to Agency, NWMD, NWMW, NR

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7000	**Name of electronic database system:** Perishable Agricultural Commodities Act (PACA) Database **Agency program or unit supported by the system:** USDA, AMS, Fruit and Vegetable Program, PACA Branch. The authorities are the Perishable Agricultural Commodities Act (PACA) of 1930 and Produce Agency Act of 1927. **Purpose of the system:** PACA fosters trading practices in the marketing of fresh and frozen fruits and vegetables in interstate and foreign commerce. Under the PACA, anyone buying or selling commercial quantities of fruits and vegetables must be licensed by the U.S. Department of Agriculture. The purpose of the system is to record information on PACA customers, licenses, complaints, administrative functions, precedent decisions and employee information. **Disposition:** The disposition instructions apply to records regardless of physical form or characteristics. Records may be maintained in any format on any medium. These records are media-neutral. All electronic records, including forms, entered and maintained in the database will then become the recordkeeping copy. Dispose of paper records in accordance with AMS Unique Records Schedule Fruit and Vegetable Program.		
Inputs **1 a**	Reparation, administrative or civil complaint cases filed by PACA or industry members. **Disposition:** Delete/destroy all electronic data, including forms, entered and maintained in the database after information is verified.	7020	
1 b	All information pertaining to each customer applying for a license. Customer profiles contain applicant name, address, and other license application, license renewal, and reinstatement application information. **Disposition:** Delete/destroy all electronic data, including forms, entered and maintained in the database after information is verified.	7060	
1c	Misbranding, bankruptcy, bonds, warning letters and information requests. **Disposition:** Delete/destroy all electronic data, including forms, entered and maintained in the database after information is verified.	7070	

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1d	Summaries and examples of Department, Branch or other rulings and policies. **Disposition:** Destroy when no longer needed for administrative, legal, audit or other operational purposes.	GRS 20	
Master Files 2a	Complaint Cases - Complaint data includes information on reparation, administrative or civil complaints filed by PACA or industry. **Disposition:** (Cut off) Take a snapshot of the master database at end of FY in which case is closed. Delete/destroy 5 years after case is closed.	7020	
2b	Licenses – Data containing customer profile and license information. **Disposition:** Cut off files at end of FY in which the license is terminated. Delete/destroy 5 years after license is terminated.	7060	
2c	Misbranding and Bankruptcy - Administrative actions include misbranding, bankruptcy, bonds, warning letters or information requests. **Disposition:** Cut off files at end of FY in which bankruptcy is discharged or closed by court. Delete/destroy 5 years after bankruptcy is discharged or closed by court.	7070	
2d	Rulings - The precedent information includes summaries and examples of Department, Branch or other rulings and policies. **Disposition:** Destroy when no longer needed for administrative, legal, audit or other operational purposes.		
Outputs 3a	Complaints - complaint letters, reports and information. **Disposition:** Delete/destroy 5 years after case is closed.		
3b	Licenses - customer letters, tables, charts, reports license renewals reinstatement certificates, and termination letters. **Disposition:** Cut off files at end of FY in which the license is terminated. Delete/destroy 5 years after license is terminated.		
3c	Misbranding and Bankruptcy - administrative letters and reports. **Disposition:** Cut off files at end of FY in which bankruptcy is discharged or closed by court. Delete/destroy 5 years after bankruptcy is discharged or closed by court.		

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3d	Rulings - precedent printouts and reports. **Disposition:** Destroy when no longer needed for administrative, legal, audit or other operational purposes.		
~~System Documentation 4~~	~~Standard operating procedures, database instruction sheets, software manuals, user manuals, data dictionary, and other system documentation.~~ **Disposition:** Destroy or delete when system is superseded or obsolete.	~~GRS 20/Item 11a~~	
5	**Electronic mail and word processing records:** Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records created on electronic mail and word processing systems that are maintained for updating, revising and disseminating.		
5a	Copies of records that have no further administrative value after the recordkeeping copy is made. This includes copies maintained by individuals in personnel files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copies. Disposition: Destroy/delete within 180 days after the recordkeeping copy has been produced.		
5b	Copies used for disseminating, revising, or updating that re maintained in addition to recordkeeping copy. Disposition: Cut off at the end of the fiscal year. Destroy/delete when dissemination, revision, or updating is completed.		