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| <b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>   |  | JOB NUMBER<br><i>NI-136-05-8</i>  |  |
| TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION<br>8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001  |  | Date received<br><i>9/20/05</i>   |  |
| 1. FROM (Agency or establishment) <b>U.S. Department of Agriculture</b>  |  | <b>NOTIFICATION TO AGENCY</b><br><br>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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 <b>Agricultural Marketing Service (AMS)</b>   |  |   |  |
| 3. MINOR SUBDIVISION <b>Science &amp; Technology Program</b>   |  |   |  |
| 4. NAME OF PERSON WITH WHOM TO CONFER<br>Janice Boteler,<br><a href="mailto:Janice.Boteler@usda.gov">Janice.Boteler@usda.gov</a>   | 5. TELEPHONE NUMBER<br>202 720-0566  | DATE<br><i>9/22/06</i>  | ARCHIVIST OF THE UNITED STATES<br><i>Alta W...</i> |
| 6. AGENCY CERTIFICATION<br>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,<br><br><input type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested. |  |   |  |
| DATE<br><i>9/20/05</i>   | SIGNATURE OF AGENCY REPRESENTATIVE<br><i>Janice Boteler</i>  |   | TITLE <b>AMS Records Management Officer</b>        |
| 7. ITEM NO.  | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION  | 9. GRS OR SUPERSEDED JOB CITATION   | 10. ACTION TAKEN (NARA USE ONLY)                   |
|  | <b>U.S. Department of Agriculture<br/>Agricultural Marketing Service<br/>Record Group 136</b><br><br><b>Electronic Information System – LabWorks ES (LIMS) (see attached).</b><br><br><b>PRIOR APPROVAL BY NARA – AMS Unique Records Schedule Science and Technology Program (old name Science Division), Record Series 8000 was previously approved by NARA (see attached).</b> |   |  |

*SA 10/12/06 Copies sent to Agency, NWMW, NR*

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|-------------|--|-----------------------------------|--|
| 8000        | <p><b>Name of electronic database system:</b><br/>LabWorks ES</p> <p><b>Agency program or unit supported by the system:</b><br/>USDA, AMS, S&amp;T, Field Laboratory Services, National Science Laboratory</p> <p><b>Description of the system:</b><br/>The 'laboratory information management system or LIMS' is an off-the-shelf, semi-automated, user-friendly interfaced database that allows manual or electronic inputs for the purpose of evaluating, retaining, and reporting analytical test data for various agricultural commodities . The collection and dissemination of analytical test results in support of AMS purchases for the National School Lunch Program, other domestic feeding programs and contract work for private sector clients, e.g., farmers, growers, manufacturers, grocers, processors, etc., fosters AMS, Science &amp; Technology program goals to provide centralized, state-of-the-art analytical testing services that are both economical and scientifically sound.</p> <p><b>Disposition:</b> 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.</p> <p>Continue to dispose of paper records in accordance with AMS Unique Records Schedule Science and Technology Program.</p> |                                   |  |
| Inputs<br>1 | <p>Inputs which are manually entered include: <u>Test Request Documents</u> - these are documents identifying test material identity, tests to be performed, customer identity and contact information which are provided by the client requesting a testing service; <u>Analytical Test Worksheets</u> - these are laboratory developed worksheets or instructions which contain raw data, original observations, and mathematical tabulations, and , <u>Miscellaneous Data</u> - which contain all other critical data not already addressed, e.g., analytical fees, preparation fees, and special instructions, etc.</p> <p>Disposition: <b>Temporary.</b> Cut off at the end of fiscal year. Destroy/Delete 3 years after cut-off.</p>   | 8080new                           | NC1 136-83-2 Item 38a,<br>and NC1 136-85-1 Item<br>11a |
|             | <p>Inputs which are entered electronically include: <u>Instrument/Equipment Interfaces</u> - this comes from Gas and Liquid chromatographic systems and mass spectroscopy systems utilizing sophisticated interface software. This also includes computer controlled data acquisition systems which allow raw data from the instruments and equipment to be stored on the hard drive as text files which are then transferred to the master file with additional read write programs.</p> <p>Disposition: <b>Temporary.</b> Cut off at the end of fiscal year. Destroy/Delete 3 years after cut-off.</p>   | New                               |  |

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| Master file<br>2          | <p><u>MS SQL Server Database:</u></p> <p>Data parameters, which include but are not limited to 'location codes', 'analyte codes', specifications, security protocols and inputs (1 - 4) allow for retrieval of test material specific values. All information listed above and under inputs is required to produce outputs of the information stored in the database. Two backup systems (e.g., LiveVault and Backup Exec) operate in tandem to secure data from loss. Backup Exec tapes are retained one calendar year off-site then written over and re-used. LiveVault performs a continuous write/store/re-write of data throughout the day.</p> <p>Disposition: <b>Temporary:</b> Cut off at the end of fiscal year. Destroy/Delete 3 years after cut-off.</p> | New                               |  |
| Outputs<br>3              | <p><u>Reports of Test Results:</u></p> <p>These reports or printed summaries may take the form of test values recorded on letterhead, statistical process control charts, summaries of completed analyses, graphics for special requests, and audit/review findings.</p> <p>Disposition: <b>Temporary.</b> Cut off at the end of fiscal year. Destroy/Delete 3 years after cut-off.</p>   | 8080c                             | NC1 136-83-2 Item 38c, and NC1 136-85-1 Item 11c |
| System Documentation<br>4 | <p><u>Software, License Agreements, User &amp; Administrator Manuals, and Testing Specifications:</u></p> <p>Disposition: <b>Temporary.</b> Destroy or delete when superseded or obsolete.</p>  | New                               |  |