REQUEST FOR RECORDS DISPOSITION AUTHORITY	JOB NUMBER N1-136-06-7	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001	Date received 10/26/2005	

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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 Livestock & Seed Program	

4 NAME OF PERSON WITH WHOM TO CONFER Janice Boteler, Janice Boteler@usda gov	5 TELEPHONE NUMBER 202 720-0566	DATE 9/22/06	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 11/8/05	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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 – MIS (see attached).

PRIOR APPROVAL BY NARA – AMS Unique Records Schedule Livestock and Seed Program, Record Series 7300 was previously approved by NARA (see attached). | | |
| | cc Agency NR | | |

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

	Name of electronic database system: Management Information System (MIS) **Agency program or unit supported by the system:** USDA, AMS, Livestock and Seed Program, Meat Grading and Certification Branch. **Purpose of the system:** MIS is utilized by the Branch to collect and disseminate information on meat grading relating to billing information for services provided, volume of product graded and volume of product certified. This information is provided to other Governmental Agencies and private industry in the form of summary type reports The MIS also is used for branch administrative business, such as time and attendance, leave, travel, etc. **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. Dispose of paper and electronic records in accordance with AMS Unique Records Schedule Livestock and Seed Program.		

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1. Inputs	Information sources for information that creates and updates master system information. Included, but not limited to, AMS Form 3130.7 – Application for Computer Account; CME Carcass Grading Worksheet; LS 5-4 Grading Worksheet; LS 5-6 Live Animal/Carcass Certification Worksheet; LS 111- Pork Belly Worksheet. Also MGC 44 USDA Donated Meat; MGC 110 Laboratory Sampling Form For Meat Products; MGC 110 Federal Purchase Laboratory Sampling Form for Meat Products; Production and Fax Record; LS 5-4 Agricultural Products Certificate, LS 5-5 Charge Document; LS-313 Application for Service; LS-315 Application for Commitment Services, and other inputs. Disposition· Destroy when records are no less than 3 years old but no more than 7 years old, whichever period of time meets the business and administrative needs of the AMS Meat Grading and Certification program.		
2. Master Files	Management Information System master files encompass all processes associated with the AMS meat grading program. Master files include records of employee leave, training, and travel, employee entitlement records; billing data; and volume of product certified and volume of product graded records. The database key requirements are contingent upon the type of form utilized to collect the data. Disposition: Destroy when records are 10 years old.		
3. Outputs	Outputs which are generated from the MIS master files Included, but not limited to, Summary File; Summary Report; Grading Volume Report; CAB Report; Fiscal Year Reports; Calendar Year Reports; BCDS Report; and report that provides carcass characteristics data on cattle, and other system-related outputs Disposition: Destroy when records are no less than 6 years old but no more than 10 years old, whichever period of time meets the business and administrative needs of the AMS Meat Grading and Certification program.		
4. Systems Documentation	System Manuals, record layouts, and data dictionary, system-related standard operating procedures, and other documentation used to operate and manage the MIS Destroy when superseded, obsolete, or no longer needed.		

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5. Electronic Mail and Word Processing System Copies.	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 covered by the other items in this schedule Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination. a. Copies that have no further administrative value after the recordkeeping copy is made Includes copies maintained by individuals in personal 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 copy. Disposition. Destroy/delete within 180 days after the recordkeeping copy has been produced b Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. Disposition. Destroy/delete when dissemination, revision, or updating is completed		