

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>N1-136-06-12</i>	
To. NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>10/25/05</i>	
1 FROM (Agency or establishment) U.S. Department of Agriculture		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Agricultural Marketing Service (AMS)			
3 MINOR SUBDIVISION Poultry Program			
4. NAME OF PERSON WITH WHOM TO CONFER Janice Boteler, Janice.Boteler@usda.gov	5 TELEPHONE NUMBER 202 720-0566	DATE <i>9/28/06</i>	ARCHIVIST OF THE UNITED STATES <i>Alta Wenzel</i>
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, <input type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE <i>10/17/05</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Janice Boteler</i>		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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 – MNCS (see attached). PRIOR APPROVAL BY NARA – AMS Unique Records Schedule Market News Reports, Record Series 9000 was previously approved by NARA (see attached).		

SA 10/26/06 copies sent to Agency, NWMW, NR

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
9000 ITEM 1	<p>Name of electronic database system: Market News Communication System (MNCS)</p> <p>Agency program or unit supported by the system: USDA, AMS, Poultry (Market News Branch), Fruit and Vegetable, Livestock and Seed, Dairy, Tobacco and Cotton Programs The authority is the Agricultural Marketing Act of 1946</p> <p>Purpose of the system: To disseminate Market News reports as it pertains to the information on prices, volume, quality, condition, and other market data on farm products in specific markets and marketing areas for all commodity programs</p> <p>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</p> <p>Dispose of paper and electronic records in accordance with AMS Unique Records Schedule Market News Reports</p>		
Inputs 1a	<p>Electronic data inputs on price, volume, quality, condition and other market data on farm products in specific markets and marketing areas for all commodity programs at USDA</p> <p>Disposition TEMPORARY. Delete after the necessary data have been incorporated in to a master file</p>	GRS 20, item 2b	
Master File 1b	<p>Electronic data inputs on price, volume, quality, condition, variety, location and other pertinent market data on farm products in specific markets and marketing areas for all commodity programs at USDA</p> <p>Disposition TEMPORARY. Data/information is deleted when superceded</p>		
Outputs 1c	<p>Printouts, reports, screens of information, electronic files, etc</p> <p>Disposition TEMPORARY Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operations purposes</p>	GRS 20, item 3b	
System Documentation 1d	<p>System installation guide, general on-line help, system requirement and design documents used to operate and to make changes and deletions</p> <p>Disposition: TEMPORARY. Destroy or delete when superseded or obsolete, or upon authorized deletion of the related master file or data base, or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is latest</p>	GRS 20, item 11a	

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<p>Electronic Mail and Word Process Records</p> <p>2</p>	<p>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 this item. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revising, or disseminating</p> <p>a Copies of records covered by above items 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 procure the recordkeeping copy</p> <p>TEMPORARY Destroy/delete within 180 days after the recordkeeping copy has been produced</p> <p>b Copies used for disseminating, revising, or updating that are maintained in addition to recordkeeping copy</p> <p>TEMPORARY Destroy/delete when disseminating, revising, or updating is completed</p>		