

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-258-10-2	DATE RECEIVED 6/30/10
1 FROM (Agency or establishment) United States Department of Agriculture		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Risk Management Agency (RMA)			
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Debbie Lackey or Erin Tecce	5 TELEPHONE 816-926-7914	DATE 6-17-2011	ARCHIVIST OF THE UNITED STATES <b>WITHDRAWN</b>

6 AGENCY CERTIFICATION  
I hereby certify that I am authorized to act for this agency in the matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 1 page(s) are not needed for the business of 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 Manuel for Guidance of Federal Agencies,

is not required,  is attached, or  has been requested

DATE	SIGNATURE OF AGENCY REPRESENTATIVE <i>R. J. ...</i>	TITLE Agency Records Coordinator
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p><b>ELECTRONIC RECORDS MANAGEMENT SYSTEM</b></p> <p>The Electronic Records Management System is a system used to control the maintenance, use and disposition of the agencies records. Records are collected, organized, and categorized to facilitate preservation, retrieval, use and disposition</p> <p>See attached</p> <p style="text-align: center; font-size: 2em; transform: rotate(-45deg);"><b>WITHDRAWN</b></p>		6-17-11

ATTACHMENT A

Authority N1-258-10-2	Existing Authority	Approved
Major Subdivision <b>Risk Management Agency (RMA)</b>	Physical Medium <b>Media Neutral</b>	
Minor Sub	Location	
Item Name		

**RISK MANAGEMENT AGENCY**

Item No.	Description of Item and Proposed Disposition	GRS or Superseded Job Citation	Action Taken (NARA Use Only)
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The Electronic Records Management System (ERMS) is a system used to control the maintenance, use and disposition of agency records. Records are collected, organized, and categorized to facilitate preservation, retrieval, use and disposition.

**WITHDRAWN**

1

**Input**

Electronic data input records that populate the ERMS including Word documents, spreadsheets, PDFs) or hard copy (forms and other text documents) are subject to the appropriate records disposition schedule.

**Disposition:** TEMPORARY Delete or destroy after data has been entered into the ERMS and verified in accordance with the respective records approved disposition schedule.

GRS 20 Items:  
2(a)(4); 2.b

2

**Master File**

The master file is used to support business functions of the ERMS. The ERMS maintains records in accordance with the unique disposition requirement of each record. The disposition of the data respects the business and statutory need of the Agency.

**Disposition:** TEMPORARY Records will be retained in accordance with the respective records approved disposition schedule and deleted when no longer needed for administrative, legal, audit or other operational purposes. The master file will be maintained for a minimum of 25 years.

NEW

3

**Outputs**

Products generated from the ERMS, including reports, audit logs and

GRS 20 Item 4

electronic files—These records are disposed of according to the schedule covering the function for which they were produced—

**Disposition:** TEMPORARY—Destroy or delete when the agency determines that they are no longer needed for administrative, legal audit, or other operational purposes—

4

**Systems Documentation**

GRS 20 Item 11.a.1

Data systems specification, file specifications, codebooks, record layouts, user guides, output specifications, and final reports relating to the master file, database or other electronic records—

**Disposition:** TEMPORARY—Destroy or delete upon authorized deletion of the related electronic records or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is later—

WITHDRAWN