REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

JOB NUMBER
NI-310-08-1

DATE RECEIVED
March 23, 2008

1. FROM (Agency or establishment)

United States Department of Agriculture

2. MAJOR SUBDIVISION

Agricultural Research Service

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Jill Stetka, ARS, National Program Staff

5. TELEPHONE

(301) 504-4581

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE
4/27/08

ARCHIVIST OF THE UNITED STATES

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 now 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 Manual for Guidance of Federal Agencies,

☒ is not required; ☐ is attached; or ☐ has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
03/19/2008	*Garrett Neal*	Record Management Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Please see attached		

Item No.	Description of items and Proposed Disposition	GRS or Superseded Job Citation	Action Taken NARA Use (Only)
	Agricultural Research Service Agriculture Research Information System (ARIS) The Agricultural Research Information System (ARIS) is the integrated research project documentation and retrieval database system containing management data on approximately 1000 in-house research projects. The ARIS database structure includes six separate relational databases that retrieve information from one primary database, Research Doc. The primary field which links all subsystems is the Project Number (Accession Number). The Research Doc database is where users input, retrieve, and maintain the complete data life cycle for research project information. The databases serve both as a system management tracking and reporting tool for active data and also as a repository of legacy data. The Cooperative State Research Education and Extension Service (CSREES) maintains a database of all significant information relating to ARS projects in the Current Research Information System (CRIS), which is scheduled for permanent retention under N1-164-92-1. This information is also contained in ARIS, along with ARS administrative and budgetary project information not contained in CRIS.		
1.	Research Doc\Extramural Agreements Database: An integrated database system used to maintain research progress, project classification, research objectives, anticipated outcomes, research accomplishments, and budgetary data. The system provides source data used to create, update, or modify research active and work file data on proposals, approval status, awarded funding data, statement of work, administrative subject matter information, personnel, authorizations, and other related information. a. Inputs: (1) In-house Appropriated and Interagency Agreements include Form 416/417 - Research Work Unit/Project Classification of Research, Active Projects, Research	NC1-310-80-2, Item 111a	

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	<u>Work Unit/Project Description-Progress Reports and Form 421 - Project Outlines; requests for and approvals of extensions, terminations, and correspondence, Annual Progress Reports, Incoming Agreements (Form 425)</u> Disposition: Temporary. Cut off at the end of the fiscal year in which after project is terminated. Destroy/delete 5 years after cutoff. (2) Extramural Agreements include Form-115 - Request for Manuscript, approval form for publications, paper copies, Outgoing Agreements (550A). Disposition: Temporary. Cut off at the end of the fiscal year in which Form-115 is approved. Destroy/delete 10 years after cutoff. (3) TINS (Technology Information) records document the collaboration between the government and the private sector to form commercial partnerships that help move new technologies into the marketplace. These records include the signed technology transfer agreements, confidentiality agreements, material transfer agreements, and cooperative research and development agreements; performance and financial reports; and the statement of work. Disposition: Temporary. Cut off at the end of the fiscal year. Destroy/delete 20 years after cutoff. (4) Granted Patents, Inventions Elected, and License files relating to plant and biological material files include applications, correspondence, and related material. Records also include descriptions of inventions, correspondence concerning the Government's rights and interests in the inventions, copies of the patent applications filed on the inventions, correspondence with the U.S. Patent and Trademark Office on the applications, and copies of the resulting patents.	NC1-310-80-2, Item 111a N1-310-80-2 Item 116a(1) N1-310-80-2 Item 116d	

March 10, 2008

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Item No.	Description of items and Proposed Disposition	GRS or Superseded Job Citation	Action Taken NARA Use (Only)
	Disposition: Temporary. Close case file when notice of patent issuance is granted. Cut off all closed files at the end of the fiscal year. Transfer to the Federal Records Center 3 years after cutoff. Destroy/delete 20 years after cutoff.		
	(5) Abandoned Patents, Invention Titles Not Elected, No Further Correspondence After "Invention Disclosure" Received, No Patent Application Filed Notice Received, and No Further Correspondence After "Notice of Title Election" Received files. Records also include descriptions of inventions, correspondence concerning the Government's rights and interests in the inventions, copies of the patent applications filed on the inventions, correspondence with the U.S. Patent and Trademark Office on the applications, and copies of the resulting patents. Disposition: Temporary. Close case file when notice of patent denial, non-election, non-filing, or invention disclosure is received, whichever is applicable. Cut off all closed files at the end of the fiscal year. Transfer to Federal Records Center after cutoff. Destroy/delete 8 years after cutoff.	N1-310-80-2 Item 116b	
	(6) Foreign Travel records contain information regarding foreign travel undertaken to attend international meetings, work-related foreign travel, and passport tracking. (a) Routine administrative records including correspondence, forms, and related records pertaining to commercial and noncommercial agency travel and transportation and freight functions not covered elsewhere in this schedule. Disposition: Temporary. Cut off at the end of the travel year. Destroy/delete 2 years after cutoff.	GRS 9, Item 4a	
	(b) Accountability records documenting the issue or	GRS 9, Item	

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	receipt of accountable documents.	*GRS 9, item* 4b	
	Disposition. Temporary. Cut off at the end of the travel year in which after all entries are cleared. Destroy/delete 1 year after cutoff.		
	(7) Post Doc Forms.		
	Disposition: Temporary. Delete when verified as accurate.		
	b. Master Files:		
	(1) Technology Transfer database is used by the technology transfer coordinators to facilitate technology transfer activities by maintaining data on technology transfer agreements or CRADAs. The Cooperative Research and Development Agreement (CRADA) program is the primary tool linking government and industry researchers. This program, authorized under the Federal Technology Transfer Act of 1986, allows federal laboratories and businesses to form commercial partnerships that help move new technologies into the marketplace to enhance global and domestic competitiveness. The system includes metadata on technology transfer agreements, confidentiality agreements, material transfer agreements, and cooperative research and development agreements and also data required for project deliverables including performance and financial reports, period of performance, project number, and some elements of the statement of work. Data in this system span the years 1983 to present.		
	Disposition: Temporary. Cut off files at the end of the fiscal year. Delete 10 years after cutoff or when no longer needed for reference.		
	(2) Foreign Travel Information System Database (FTIS) contains information regarding foreign travel undertaken to attend international meetings, work-related foreign travel, and passport tracking. The system is used as a		

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	planning and management tool to process all foreign travel and passport information. Data elements for foreign trip information include: name of traveler, destination, purpose of the trip, estimated cost of the trip, and the source of funds for the trip. Data in this system span the years 1983 to present. The active FTIS file contains data for each leg of a foreign trip. Disposition: Temporary. Cut off at the end of the travel year. Delete 2 years after cutoff. (3) All other master files. Disposition: Temporary. Delete when no longer needed for reference.		
	c. Outputs include ad hoc reports and queries. Disposition: Destroy/delete when no longer needed for reference.	GRS 20 Items 5 and 6	
	d. Documentation such as codebooks, data dictionary, files specifications, record layouts, and user guides. Disposition: Temporary. Destroy/delete upon authorized deletion of the related electronic records, or when superseded or obsolete.	GRS 20 Item 11a(1)	