REQUEST FOR RECORDS DISPOSITION AUTHORITY

JOB NUMBER *N I - 3 / 0 - / / - /*

To	NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001	Date received *9 / 8 / 2010*

1 FROM (Agency or establishment) **USDA – Agricultural Research Service**	NOTIFICATION TO AGENCY
2 MAJOR SUBDIVISION **North Atlantic Area Offices**	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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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	

4 NAME OF PERSON WITH WHOM TO CONFER Teresa McDuffie-Frye	5 TELEPHONE NUMBER 301-504-1017	DATE	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 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,

[X] is not required,   [ ] is attached, or   [ ] has been requested

DATE 08-31-2010	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE REE Records Management

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<u>North Atlantic Area (NAA)</u> The North Atlantic Area of the Agricultural Research Service encompasses twelve research locations from Maine to West Virginia The research projects are concerned with issues in fish production and nutrition, human nutrition and aging fruits and berries, vegetables, textiles, dairy products, leather, and more Safety, production efficiency and sufficiency, quality, nutritional value, and economic value are some of the impacts of the research The NAA scientists have helped develop milk additives for those who are lactose-intolerant, new varieties of apples, blueberries and raspberries, low-fat cheeses and dairy treats and new methods of color-fast textile dyeing		

1	Integrated Farm System Model - The Integrated Farm System Model (IFSM) is a whole-farm simulation model of crop, dairy, or beef production. The model is a long-term or strategic planning tool. By simulating various alternative technologies and/or management strategies on the same representative farms, the model assists the user in determining alternatives that provide a desired level of farm production or profit		

a Input

1 Farm parameter files – Description of farm (ex Crop areas, soil characteristics, equipment and structures used, number of animals at various ages, harvest, tillage, and manure handling strategies, and prices for various farm inputs and outputs)
2 Machinery parameter files – Machines available for use on a simulated farm (ex Machine size, initial cost, operating parameters and repair factors)
3 Weather parameter files – Daily weather for many years at a particular location

Disposition TEMPORARY Destroy/delete after the information has been put into the system and verified, or when no longer needed for legal or audit purposes

GRS 20, Item 2b

b Master File

Consists of a simulation model of crop, dairy or beef production system which links alfalfa, grass, corn, small grain and soybean crop models with animal intake models to predict feed production and use on farms Includes additional components for simulating feed storage and animal performance, manure handling, tillage, and planting operations, and feed harvest, and storage The model is used to evaluate and compare the performance, economics and environmental impacts of alternative production systems Environmental impacts include ammonia volatilization, nitrate leaching, sediment erosion, phosphorus runoff, and greenhouse gas emissions

Disposition TEMPORARY Cut off information at the end of the fiscal year in which assignment has been completed Destroy when 10 FYs old

c Output File

1 Summary Output – Tables that contain the average performance, environmental impacts, costs, and returns over the number of years simulated These values include crop yields, feeds produced, feeds bought and sold, manure produced, a breakdown of feed production, manure handling and other farm costs, and the net return or profitability of

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the farm   Values are provided for the mean and standard deviation of each over all simulated years

2. Full Report – Contains everything included in the Summary Output and values are given for each simulated year as well as the mean and variance over the simulated years

3 Optional Output – Tables are available for a closer inspection of how the components of the full simulation are functioning   These tables include daily values of crop growth and development, a summary of the suitable days for fieldwork each month, daily summaries of forage harvest operations, annual summaries of machine, fuel, and labor use, and a breakdown of how animals are fed   This report is best used to verify or observe some of the more intricate details of a simulation   The report can become very lengthy and as such is only available when requested

4   Parameter Tables – Tables that summarize the input parameters specified for a given simulation Any number of tables can be requested, and these tables are grouped by major sections of model input These sections include   crop, soil, tillage and planting parameters, grazing parameters, machine parameters, harvest parameters, storage and preservation parameters, herd, feeding, and manure parameters, and economic parameters   These tables provide a convenient method for documenting the parameter settings for specific simulations

Disposition   TEMPORARY

(1) Destroy printed copies when no longer needed   GRS 20, Item 16
     for administrative, legal, audit, or other
     operational purposes
(2) Delete electronic copies when no longer needed   GRS 20, Item 12a
     for administrative, legal, audit, or other
     operational process

d   Systern Documentation -

(1) Data systems specifications, file specifications,
     codebooks, record layouts, user guides, output
     specifications, and final reports relating to the
     IFSM

     Disposition   TEMPORARY   Cut off at the end of   GRS 20, Item 2b
     the fiscal year when information is superseded
     and/or obsolete   Destroy when 1 fiscal year old

(2) Copies of records relating to system security

     Disposition   TEMPORARY   Destroy/delete 1   GRS 20, Item 11a(2)
     year after information is superseded

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2	Dairy Greenhouse Gas Model (DairyGHG) – A software tool for estimating the greenhouse gas emissions and carbon footprint of dairy production systems		
	a Input The information is supplied to the program through two data files		
	1 Farm parameter file Contains data that describe the farm facilities This includes feeds and pasture available, number of animals at various ages, housing facilities, and manure handling strategies These parameters are quickly and conveniently modified through the menus or dialog screens in the user interface Any number of files can be created to store parameters for different farms for later use in other simulations		
	2 Weather parameter files Contains daily weather for many years at a particular location Files are provided for each state in the USA		
	Disposition TEMPORARY Destroy/delete after the information has been put into the system and verified, or when no longer needed for legal or audit purposes	GRS 20, Item 2b	
	b Master File – An integrated model consisting of four major submodels representing the major component processes of feed availability, the herd, manure handling, and gas emissions		
	Disposition TEMPORARY Cut off information at the end of every fiscal year in which assignment has been completed Destroy when 10 fiscal years old		
	c Output File – The model creates outputs in the following separate files		
	1 Summary Output – Provides the option for two tables that contain the average feed use and gaseous emissions over the simulated period Values include the mean and maximum daily emission over all simulated years		
	2 Full Report – More extensive than the Summary Output Values are given for each simulated year as well as the mean and variance over the simulated years		
	3 Optional Report – Tables are available for a closer inspection of how the components of the full simulation are functioning These tables include a breakdown of animal rations and feed use This report is best used to verify or observe some of the more intricate details of a simulation This output can		

	become lengthy and as such is only available when requested		
	4 Parameter Tables – These tables summarize the input parameters specified for a given simulation Any number of tables can be requested where tables are grouped for major sections of model input These sections include available feed, grazing, herd and facility, and manure handling parameters These tables provide a convenient method for documenting the parameter settings for specific simulations		
	Disposition TEMPORARY		
	(1) Destroy printed copies when no longer needed for administrative, legal, audit, or other operational purposes	GRS 20, Item 16	
	(2) Delete electronic copies when no longer needed for administrative, legal, audit, or other operational process	GRS 20, Item 12a	
	d System Documentation		
	(1) Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports relating to the DairyGHG		
	Disposition TEMPORARY Cut off at the end of the fiscal year when information is superseded and/or obsolete Destroy when 1 fiscal year old	GRS 20, Item 2b	
	(2) Copies of records relating to system security		
	Disposition TEMPORARY Destroy/delete 1 year after information is superseded	GRS 20, Item 11a(2)	
3	USDA – ARS Collection of Entomopathogenic Fungal Cultures (ARSEF) – The ARSEF is one of the largest germplasm collections in ARS, and is widely recognized for its active support of research on fungal pathogens of invertebrates The culture collection and its associated collection includes fungal systematic, fungal cytology, pathobiology, and methodology for fungal cryopreservation The culture collection and its associated collection of microscope slides and herbarium specimens provide invaluable support for taxonomic research on and the diagnoses of fungal pathogens of invertebrates		
	a Input		
	The input includes collection of cultures for fungal pathogens affecting insects, mites, spiders, nematodes, and other invertebrates		

Disposition TEMPORARY Destroy/delete after the information has been put into the system and verified, or when no longer needed for legal or audit purposes	GRS 20, Item 2b	
b Master File – The file consists of		
- Scientific name (and taxonomic authority) of the fungus - Common and scientific name (with taxonomic authority) of the host - Order and family of the host - Date and site of collection - Name of collector - Date and name of isolator - Any collection, accession, or other identifier number(s) applied by the collector or sender - Medium on which a culture is sent - Any special requirements or conditions for growth (such as medium, temperature, pH)		
Disposition TEMPORARY Cut off when no longer needed for the related project or activity Destroy when 10 FYs old		
c Output File		
The output query reports are accessible from the website http //www ars usda gov/Main/docs htm?docid=12125		
Disposition TEMPORARY		
(1) Destroy printed copies when no longer needed for administrative, legal, audit, or other operational purposes	GRS 20, item 16	
(2) Delete electronic copies when no longer needed for administrative, legal, audit or other operational process	GRS 20, Item 12a	
d System Documentation		
(1) Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports relating to the ARSEF		
Disposition TEMPORARY Cut off at the end of the fiscal year when information is superseded and/or obsolete Destroy when 1 fiscal year old	GRS 20, item 2b	
(2) Copies of records relating to system security		
Disposition TEMPORARY Destroy/delete 1 year after information is superseded	GRS 20, Item 11a(2)	

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