

December 14, 2004

Mr. Keith Holden  
U.S. Department of Agriculture  
Food Safety and Inspection Service  
5601 Sunnyside Avenue, Mail stop 5242  
Beltsville, MD 20705-5242

Dear Mr. Holden:

The National Archives and Records Administration (NARA) is withdrawing without further action Job Number N1-462-04-5, Microcomputer Learning Center Course Regulation System (MLCC).

After careful review, this job is being withdrawn because the items on N1-462-04-5 should be scheduled under the appropriate General Records Schedules (GRS). An annotated copy with GRS citations is enclosed.

If you have any questions about this letter, please feel free to contact me at 301-837-1582 or email me at [kitty.carter@nara.gov](mailto:kitty.carter@nara.gov).

Sincerely,

KITTY CARTER  
Archives Specialist  
Life Cycle Management Division

Enclosure

cc:

Official file – NWML

Reading file – NWML

Day files – Palmer, Sears, Carter

Wcarter/11-30-2004/retyped 12/4/2004

<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 71-462-04-5	DATE RECEIVED 7.8.2004
1. FROM (Agency or establishment) U.S. Department of Agriculture		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Food Safety and Inspection Service		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Administrative Services Division			
4. NAME OF PERSON WITH WHOM TO CONFER Keith Holden	5. TELEPHONE (301) 504-3999	DATE	ARCHIVIST OF THE UNITED STATES <b>WITHDRAWN</b>

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 1 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 7/6/04	SIGNATURE OF AGENCY REPRESENTATIVE <i>Boauphyed</i>	TITLE CHIEF IMAB, ASD
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
	Microcomputer Learning center Course Registration system (MCLC) (See attached sheets)		

*St. 100*

**Name: Microcomputer Learning Center Course Registration System (MCLC)**

**Agency Program:** Office of Management (OM)

**Applicability:**

**Identifying Information:**

**Description:** The Microcomputer Learning Center Course (MCLC) registration system allows MCLC students to register for learning center classes on line. The system consist of a student registration portion and an administrative portion. Students can enroll (or waitlist for the next available slot) and cancel classes as necessary. Students are required to log into system using their email address (ID) and a password of their choosing. A student can see all pertinent information on his/her "home page". This screen displays the student's current list of classes, indicating names, dates, and whether the student has enrolled or waitlisted from the class or cancelled the class.

Students are emailed to confirm class cancellations. Supervisors are emailed when their employees are registered for a class. A student's home page also provides links to pages where the student can modify their personal information or can provide comments. The administrative page contains links to all administrative functions such as creating the current schedule( through the use of functions that allow for inserting, modifying, and canceling and deleting classes) canceling students from classes, confirming course attendance, resetting students passwords, viewing reports/graphs/charts, and viewing student comments. An online user guide is provided for the administrator's reference.

**Specific restrictions:** Student registration for learning center classes on-line.

**Disposition information:**

- a. System inputs. Registration information for learning center classes on-line.

TEMPORARY. Destroy when recordkeeping copy is produced.

- b. Master file. Student and the courses they are registered for. Registration information for students signing up for courses in the microcomputer learning center. The system contains records created for the current calendar year, with a time span of the same calendar year. Geographically the system covers all FSIS employees in HQ.

TEMPORARY. Cutoff when system is replaced. Transfer to federal records center 1 year after system is cutoff. Destroy 6 years after cutoff.

- c. Data outputs. Fact sheets, number of trained employees by month and program area, number of trained employees by month and grade, percentage of trained employees by program area, number of employees trained by course and program area, course participants, waitlisted students, students not enrolled, number of employees trained by grade, students.

TEMPORARY. Destroy when 3 years old.

- d. System documentation. User manuals, training guides, policies and procedures for adding and deleting from the system and related information pertaining to the content and technical management of the Microcomputer Learning Center Course Registration System (MCLC).

TEMPORARY. Destroy/delete when superseded or obsolete, or 1 year after the discontinuance of the system, whichever is sooner.

**2. Electronic mail and word processing records.**

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 items above. Also, includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revising, and disseminating.

- a. Copies of records that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personnel 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 copies.

Destroy/delete within 180 days after the recordkeeping copy has been produced.

- b. Copies used for disseminating, revising, or updating that are maintained in addition to recordkeeping copy.

Destroy/delete when disseminating, revising, or updating is completed.