REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

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

LEAVE BLANK (NARA use only)

JOB NUMBER

$\mathcal{N}1-462-04-7$

DATE RECEIVED

7-8-2004

1. FROM (Agency or establishment)
U.S. Department of Agriculture

2. MAJOR SUBDIVISION
Food Safety and Inspection Service

3. MINOR SUBDIVISION
Administrative Services Division

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Keith Holden	(301)504-3999	8 18 05	*[signature]*

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,

[X] is not required; [ ] is attached; or [ ] has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
7/6/04	*[signature] Brian Boyd*	Chief, IMAB, ASD

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Laboratory Sample Flow System (LSFS) (See attached sheets)		

NSN 7540-00-634-4064
PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA
36 CFR 1228

1. <u>Laboratory Sample Flow System (LSFS)</u> contains sample chemical, pathogen, and microbiology testing and summary information collected by FSIS field inspectors and submitted to the field services laboratories located in Athens, GA, St. Louis, MO, and Alameda, CA, and the now dissolved Microbial Outbreaks and Special Projects Laboratory in Athens, GA. Data from samples analyzed at accredited and contract laboratories is also stored in LSFS. LSFS manages sample inventories, sample testing, sample receipts, sample analytical results and sample dispositions. Information from forms accompanying each sample is entered into the database, the initial entry becomes a record containing the sample history and the nature of the analytical request. LSFS also stores the results of analytical testing performed on these samples.

   a. <u>Inputs</u>.
   The Field Service Lab staff enters the data received from accredited and federal laboratories.
   - Inspector, product, type of sample, type of test
   FSIS retrieves the following information from other databases:
   - Plant information from Performance Based Inspection System (PBIS)
   - Microbiology project information and salmonella performance standards from Pathogen Reduction Enforcement Program System (PREP)
   - Worksheets

   Temporary. Destroy/Delete source forms such as the 10625-1, <u>Evidentiary Sample Control Form</u> according to schedule. Destroy/Delete input from other systems when data have been entered into the master file or database and verified, or when no longer required to support reconstruction of, or serve as back-up to, a master file or database, whichever is later.

   b. <u>Master Files</u>.

   Temporary. Cut off at end of the calendar year. Destroy 3 years after cutoff.

   c. <u>Data Outputs</u>. Records may include daily, weekly, monthly and quarterly samples reports containing extracted information from laboratory tests and other information contained in the system.

   Temporary. Destroy/Delete when no longer needed for business purposes, or placed in recordkeeping system.

   d. <u>System Documentation</u>. Includes user manual, training guides, data entry instructions for projects, and policies and procedures for adding and deleting from the system information related to the content and technical management of LSFS system. Also contains a listing of the various master tables for LSFS defining the codes and their descriptions.

   Temporary. Destroy when superceded or obsolete.

2. <u>Electronic mail and word processing records</u>
   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.

      Temporary. 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.

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