

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>71-462-04-10</i>	DATE RECEIVED <i>7-26-2004</i>
1. FROM (Agency or establishment) U.S. Department of Agriculture		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Food Safety and Inspection Service			
3. MINOR SUBDIVISION Administrative Services Division			
4. NAME OF PERSON WITH WHOM TO CONFER Keith Holden	5. TELEPHONE (301)504-3999	DATE <i>1/27/06</i>	ARCHIVIST OF THE UNITED STATES <i>Alta Weinstein</i>

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 <i>7/6/04</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Bonnie Byrd</i>	TITLE <i>CHIEF IMAB, ASD</i>
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
	USDA Meat and Poultry (Hotline) (See attached sheets)		

At 2/3/06 copies sent to Agency, NAWM, NR

Name: USDA Meat and Poultry Hotline Database

1. The USDA Meat and Poultry Hotline Database is used to collect, store, and report data on consumer food safety information requests and complaints about meat, poultry and egg products. Food Safety specialists from the Food Safety Education Staff (FSES) receive calls on the HOTLINE, and then record specific information such as the type of inquiry, caller, manufacturer and product information into the Hotline Database. Callers may speak with a food safety specialist in English or Spanish Monday through Friday, year round by dialing a nationwide toll-free number.

- a. **System Inputs:** The information for this system is obtained from consumers via telephone. Includes caller information, information about questions concerning general food safety such as safe food handling, preparation, and storage of meat, poultry, and egg products. Information concerning complaints about food products, such as source, product name, nature of inquiry/complaint, product, purchase date, brand name, manufacturer's name, store name is also taken by the representatives of the Food Safety Hotline, and entered into the database.

Disposition: TEMPORARY, Destroy input data after the recordkeeping copy is produced and verified.

- b. **Master File:** Contains information from inputs, as listed above. The system contains records created since 1999.

Disposition: TEMPORARY. Back-up master file at the end of calendar year. Destroy or delete backup when 6 years old.

- c. **Data Outputs:** Information output from the system is sent to other databases, compiled into USDA reports and publications, including reports to Congress and the USDA Fact Book of Agriculture, and is also sent to other Federal, State and private agencies.

Disposition: TEMPORARY. Destroy when 3 years old, or when no longer needed for business operations, whichever is earlier.

- d. **System Documentation.** User manual, training guides and policies and procedures for adding and deleting from the system and related information pertaining to the content and technical management of the system.

Disposition: TEMPORARY. Destroy after termination of system and/or successful migration of data to a new system.

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 covered by the above 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 that are used only to produce the recordkeeping copies.

Disposition: 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 copies.

Disposition: TEMPORARY. Destroy/delete when disseminating, revising, or updating is complete.

Note: FSIS agrees to maintain these records in accordance with 36CFR 1234, 30-32 for the entire 6 year retention period.