REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

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

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

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

LEAVE BLANK (NARA use only)

JOB NUMBER
N1-462-04-13

DATE RECEIVED
7-21-2004

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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: 9/10/04

ARCHIVIST OF THE UNITED STATES: Allen Weinstein

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]	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 GRS OR SUPERSEDED JOB CITATION	10.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)
	District Early Warning System (DEWS) (See attached sheets) System Discontinued April 2004.		

115-109

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

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

Name: District Early Warning System (DEWS):

1. The District Early Warning System (DEWS) is an alert system for district managers and headquarters showing changes in federal establishments that may need to be further investigated. The system retrieves relevant data information from the Performance Based Inspection System (PBIS), Pathogen Reduction Enforcement Program (PREP) and the Enforcement database. The DEWS administrator provides minimum value information which will "trigger" a DEWS alert.

    a. System Inputs. Data for this system contains DEWS factors and pre-established thresholds "triggers" on:

    - HACCP and sanitation noncompliance
    - Sanitation procedures not performed
    - Failure of a pathogen sample and *Salmonelle* B and C set
    - Issuance of enforcement actions
    - *E.coli* testing results

    This information is obtained from data extracted from the PBIS, PREP, and other various FSIS databases.

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

    b. Master File. Closed April 2004.

    TEMPORARY. Back-up master file at the end of calendar year. Destroy or delete 2004 files 21 years later in 2025.

    c. Data Outputs. Outputs consist of reports, spreadsheets, enforcement letters and an e-mail alert when a combination of factors reaches a pre-determined threshold.

    TEMPORARY. Destroy when 3 years old.

    d. System Documentation. User's manuals, 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 DEWS.

    TEMPORARY. Destroy 2004 documentation after termination of system and successful migration of data, or termination of system in 21 years in 2025.

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

   a. Copies of records covered by above items that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal 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 procure the recordkeeping copy.

      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.

NOTE: *FSIS agrees to maintain these records in accordance with 36 CFR 1234§§30-32 for the entire 21-year retention period.*