

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
		JOB NUMBER <i>71-462-04-20</i>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>8.27.2004</i>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 <i>4/16/07</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 2 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>8/19/04</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</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 GRS OR SUPERSEDED JOB CITATION	10.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)
	System Tracking E.coli Positive Suppliers (STEP) (See attached sheets)		

115-109  
*SA 4/18/07*

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

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

*Copies Sent to Agency, NWMD, NAME, NWMD, NWCT, NR*

**Name:** System Tracking E.coli-Positive Suppliers (STEPS)

**Agency Program or Unit Supported by the System:** Office of Field Operations (OFO), and Recall Management Division (RMD)

**Item 1.** The System Tracking E.coli-Positive Suppliers (STEPS) tracks and notifies, electronically, suppliers of an establishment from which samples submitted to the Food Safety and Inspection Service (FSIS) laboratories for analysis, have been found E. coli 0157:H7 positive. The system tracks supplying establishments, from which samples are tested E.coli positive, and electronically notifies them of the sample result.

**Item 1a. System Inputs.**

Based on an email notification system, the information for the STEPS database receives data from the Laboratory Electronic Application for Results Notification (LEARN), N1-462-04-19; Performance-Based Inspection System (PBIS), N1-462-91-1; the Automated Import Inspection System (AIIS), N1-462-05-6, and the employee database. District Offices are responsible for the entry of the information, using menu and data entry screens.

TEMPORARY: Electronic records entered into the system during an update process, and not required for audit and legal purposes. Delete 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. **GRS 20, item 2b.**

**Item 1b. Master File.**

List of authorized users, table of district offices, corresponding assigned codes, and types of suppliers. The system contains records created from July 2002 to present. Geographically the system covers all establishment/retail outlets within USDA and approved foreign establishments.

TEMPORARY. Back up Master File at the end of the calendar year. Destroy or delete back up 6 years after cut off date.

**Item 1c. Data Outputs.**

Outputs include new case screens, edit case screens, report/search/view screens, and help screens.

TEMPORARY: Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purpose. **GRS 20, item 6.**

**Item 1d. System Documentation.**

Documentation includes user 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 STEPS.

TEMPORARY: Destroy or delete when superseded or obsolete, or upon authorized deletion

of the related master file or data base, or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is latest. **GRS 20, item 11a.**