

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>71-462-05-3</i>	DATE RECEIVED <i>11-15-2004</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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	ARCHIVIST OF THE UNITED STATES <b>WITHDRAWN</b> <i>9/7/05</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>11/15/04</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 GRS OR SUPERSEDED JOB CITATION	10.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)
	Billing and Collection (See attached sheets)		

*Withdrawn 1 Sept. 7, 2005*

**Name: Billing and Collection .**

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

**Applicability:** Financial Management Division (FMD) / Financial Processing Center (FPC)

**Identifying Information:**

**Description:** The Billing and Collection System (FSIS reimbursable services are now input into Foundation Financial Information System Accounts Receivable module. The Accounts receivables module in Foundation Financial Information System will record billing and collections, calculate and post interest, administrative costs, and penalties. The data is input on-line through National Finance Center into Foundation Financial Information System. The Bills and dunning letters are file transfer protocol to the Financial Processing Center for printing, analyzing, and distributing.

**Specific Restrictions:** Billing and Collection information.

**Disposition Information:**

a. System inputs. AD 844, AD-486, AD-847, FSIS form 5110-1, AD 496-4, and the Time and Attendance data.

TEMPORARY. Destroy when recordkeeping copy is produced.

b. Master file. Validate employee Social Security numbers and establishment vendor number against table from 5110 submitted to financial processing center. The data is input as an account receivable record in FFIS and the bill/dunning information is file transfer protocol to the Financial Processing Center for processing the bill and dunning letter. The system contains records created from October 1999 to present with the same time span. Geographically the system covers all establishments utilizing reimbursable services.

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

c. Data outputs. NFC Reports for billing and collections and PC reports for billing and collections

TEMPORARY. Destroy when 3 year old.

d. System documentation. 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 Billing and collection system.

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.