# REQUEST FOR RECORDS DISPOSITION AUTHORITY

*N1-462-07-1*

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

**DATE RECEIVED** 8/9/2006

### NOTIFICATION TO AGENCY

**1. FROM (Agency or establishment)**

U.S. Department of Agriculture

**2. MAJOR SUBDIVISION**

Food Safety and Inspection Service

**3. MINOR SUBDIVISION**

Administrative Services Division

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request, including amendments, is approved except for items that may be marked Adisposition not approved or withdrawn in column 10.

| 4. NAME OF PERSON WITH WHOM TO CONFER | 5. TELEPHONE | DATE | ARCHIVIST OF THE UNITED STATES |
|---|---|---|---|
| Teresa D. McDuffie-Frye | 301-504-4218 | 7/18/66 | *Allen W eut* |

**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 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 | SIGNATURE OF AGENCY REPRESENTATIVE | TITLE |
|---|---|---|
| 08-07-2006 | *Teresa D. McDuffie-Frye* | *Agency Records Officer* |

| 7. Item No. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
|---|---|---|---|
| | The Food Safety and Inspection Service (FSIS) is a public health agency in the U.S. Department of Agriculture (USDA). FSIS regulates the meat, poultry, and egg product industries to ensure that products in interstate commerce are safe, wholesome, and accurately labeled as required by the Federal Meat and Inspection Act, the Poultry Inspection Act, and the Egg Products Inspection Act. | | |

**NAME**: AssuranceNet

**AGENCY PROGRAM**: Office of Field Operations

**DESCRIPTION**:

AssuranceNet is a web-base tool that allows users to enter, approve, and modify data and run reports. The Office of Field Operations (OFO) has established a management control system to provide multi-layered, in-depth management oversight of the public health activities carried out of OFO. It also provides OFO with the capability to demonstrate and verify its effectiveness in protecting the public health by achieving and maintaining specific levels of performance in its daily food safety and food defense operations. The AssuranceNet provides a system for recording and monitoring the performance levels of each control activity.

SPECIFIC RESTRICTIONS:

Data is secured and maybe accessed only by designated administrators.

DISPOSITION INFORMATION:

~~**Item 1. System Inputs**: Uses data from Performance Based Inspection System (PBIS), Electronic Animal Disposition Reporting System (eADRS), and other OFO applications.~~

DISPOSITION: **Temporary**. Destroy after the information has been converted to an electronic medium and verified, or when no longer needed for legal or audit purposes or to support the reconstruction of, or serve as a backup to, the electronic records, whichever is later. **GRS 20, item 2(a)(4)**

**Item 2. Master File**: OFO has identified key functior̄related to food safety and food security that form the core of the management control system. The key function areas are: Ante Mortem/Post Mortem Inspection, HACCP Pathogen Reduction Execution, HACCP Pathogen Reduction Design, Recall System Management, Enforcement (Administrative Enforcement Reports), Food Security/Reporting of Non-Routine Incidents, In-Plant Performance System (IPPS), and Exports.

DISPOSITION: **Temporary.** Cutoff data (take snapshot) at the end of the calendar year. Destroy 6 years after cutoff.

~~**Item 3. System Output**: The outputs consist of 2 types of reports: **Find Standard Reports** allows the user to run the basic reports that have been developed for AssuranceNet. The user is able to enter a date range, location (district, circuit and establishment), as well as management control information (function, control and performance measures) and **Create Custom Reports** designed for the Assistant Administrator, Executive Associate for Regulatory Operations, Headquarters/Contractors, District Managers, Deputy District Managers, and District Analysts. The user is able to run reports for the districts in their command and for a variety of parameters that are customizable by the user.~~

DISPOSITION: **Temporary.** Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes. **GRS 20, item 16**

~~Item 4. 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 AssuranceNet system.~~

DISPOSITION: **Temporary**. Electronic and paper copies. Maintain current version until superceded, then delete final version 6 years after termination of system and successful migration of records or termination of system. Destroy or delete upon authorized deletion of the related electronic records or upon the destruction of the output of the system if the outputs is needed to protect legal rights, whichever is later. **GRS 20, item 11a(1)**