

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER N1-462-11- 1	
TO NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 7/19/11	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Center for Nutrition Policy and Promotion			
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Michael Short	5 TELEPHONE NUMBER (703) 605-0796	DATE 8 Oct 11	ARCHIVIST OF THE UNITED STATES 
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 <u>4</u> page(s) are not needed now for the business for 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,  <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE 15 July 2011	SIGNATURE OF AGENCY REPRESENTATIVE 		TITLE 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	SEE ATTACHED  <i>SuperTracker (System is in development and name may change upon fielding)</i>  NOTE CNPP is serviced by FNS (Mission Area Food, Nutrition, and Consumer Services)		

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p><b>Title:</b> Super Tracker (system is in development and name may change when fielded)</p> <p><b>Agency:</b> U.S Department of Agriculture (USDA)</p> <p><b>Office:</b> Center for Nutrition Policy and Promotion (CNPP)</p> <p><b>NARA Disposal Authority:</b></p> <p>This schedule authorizes the disposition of the record copy in any media (media neutral). Records designated for permanent retention must be transferred to the National Archives in accordance with NARA standards at the time of transfer</p> <p><b>Description:</b></p> <p>The purpose of the SuperTracker system is to provide online, interactive, diet and physical activity planning, assessment and analysis to help Americans put the December 2010 release of the Dietary Guidelines for Americans and 2008 Physical Activity Guidelines for Americans into practice. The SuperTracker 2010 system is intended to make the Dietary and Physical Activity Guidelines for Americans understandable, accessible, and actionable</p> <p><b>Disposition Instructions:</b></p> <p><b>Item 1, Input.</b>  <del>Users input data about the foods they eat and physical activities they perform by searching and selecting foods and physical activities and keying in portion/quantity and duration data. SuperTracker leverages data from the USDA Agricultural Research Services foods database (What's In The Foods You Eat Search Tool - downloadable version) and the Ainsworth physical activities database to derive energy expenditure values.</del></p>		

~~Users have the option to create a profile to obtain more tailored guidance by keying in data~~

~~**Temporary.** Delete after the necessary data have been incorporated into a master file *GRS 20, Electronic Records, Item 2d.*~~

**Item 2, Master File/Database.**

Master file/database contains user account information along with user's personal dietary and physical activity information. Information maintained on registered users is as follows. This information can only be accessed by a unique username and password.

- Age (number only – not day/month/year)
- Gender
  - If female and pregnant, baby's due date
  - If female and breastfeeding, breastfeeding percentages (milk vs. formula)
- Height
- Weight
- Physical Activity Level
- Display Name (not legal name)
- Journal Entries

**Temporary.** Individual's records will be purged after they have been inactive in the system for one (1) year.

**~~Item 3, Outputs.~~**

~~Users may generate reports based on the foods eaten and activities performed data they input at will. Reports will reflect user data for the date range specified. On screen charts tracking physical activity and/or food recommendation progress are updated upon data post back to the server.~~

~~**Temporary.** Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes *GRS Electronic Records, item 4.*~~

**Item 4, System Documentation**

Documentation includes System Design Specification Document, Test Cases, and User Guide. Additional documentation available includes the Functional Requirements Document, Detailed Requirements Document, and foods and physical activities databases. Documentation is maintained on a project SharePoint site library for reference.

**Temporary.** Destroy or delete when superseded or obsolete, or upon authorized deletion of the related master file or database (Item b), or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is later. *GRS 20, Electronic Records, Item 11a(1).*