REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

JOB NUMBER
N1 - 463 - 09 - 8

DATE RECEIVED
9/29/09

NOTIFICATION TO AGENCY

1 FROM (Agency or establishment) United States Department of Agriculture	
2 MAJOR SUBDIVISION Animal and Plant Health Inspection Service	
3 MINOR SUBDIVISION Plant Protection and Quarantine	
4 NAME OF PERSON WITH WHOM TO CONFER Cathy McDuffie	5 TELEPHONE 301 851-2626

DATE 8 DEC 11

ARCHIVIST OF THE UNITED STATES

6 AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in the matters pertaining to the disposition of its records and that the records proposed for disposal attached ___ page(s) are not 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 Manuel for Guidance of Federal Agencies,

☒ is not required,　　☐ is attached, or　　☐ has been requested

DATE 9/28/09	SIGNATURE OF AGENCY REPRESENTATIVE *Cathy McDuffie*	TITLE RECORDS OFFICER

7. ITEM NO	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	APHIS Comprehensive Electronic Permit System **See attached sheet.**		

Agency: **Animal and Plant Health Inspection Service**

**Name of
System:**   APHIS Comprehensive Electronic Permit System (ePermits)

**Description of
System:**   Under the authority of the Plant Protection Act (7 U.S.C. 7701 et seq.) and
the Animal Health Protection Act (7 U.S.C. 8301 et seq.), APHIS
regulates the importation, entry, exportation, and interstate movement of
animals, plants, biological control organisms, noxious weeds, animal and
plant products, and other articles, as necessary to prevent the introduction
and interstate spread of plant pests, and pests and diseases of livestock.

The ePermits system enables customers to apply for a permit, pay permit
application fees, check the status of a permit application, and view issued
permits and other information online in a secure manner. It allows APHIS
regulatory officials to issue/permit, track, and rapidly verify the validity of
Federal Import Permits.

This system is used to support the permitting processes for the Plant
Protection and Quarantine (PPQ), Veterinary Services (VS), and
Biotechnology Regulatory Services (BRS) programs within APHIS.

System documentation is covered by GRS 20, item 11a1.

**Item 1. Master
File**   The system contains the following information about customers (those
applying for permits)· name, address, telephone numbers, e-mail address
and organization name and job function; name, quantity, country of origin
and intended use of regulated articles (organisms and materials) to be
imported; destination addresses for shipments of regulated articles,
including contact name and phone number; planned dates and ports of
entries for shipments, planned quantities of permitted articles in
shipments; for permits that require fee payments, the system uses payment
amount, payment date, the payment transaction number, and either the last
4 digits of the credit card number used, the check number, or the APHIS
user fee account number. This data may include confidential business
information.

The system contains the following information about employees: name, address, telephone number, e-mail address, organization name and job function; for staff who sign permits, the system uses a digital image of the handwritten employee signature for printing the permit.

(1)   a.   Records maintained by Plant Protection and Quarantine (PPQ)

DISPOSITION: Temporary. Cut off at the end of the fiscal year in which permit expires. Delete/destroy 10 years after cutoff.

(2)   b   Records maintained by Veterinary Services or Biotechnology Regulatory Services

DISPOSITION: Temporary. Cut off at the end of the fiscal year in which permit expires. Delete/destroy 7 years after cutoff.