

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>71-540-06-1</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD; COLLEGE PARK, MD 20740-6001		Date received <i>10-31-2005</i>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Research, Education, and Economics (REE) Mission Area			
3 MINOR SUBDIVISION Cooperative State Research, Education, and Extension Service (CSREES)			
4. NAME OF PERSON WITH WHOM TO CONFER Crystal Zeh	5 TELEPHONE NUMBER 202-401-5924	DATE <i>8/27/06</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 <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 <i>10/12/05</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Crystal Zeh</i>		TITLE <i>Records Management Officer</i>
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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>cc Agency, NR, NWRME, NWRM</i>			

Item No.	Description of Item and Proposed Disposition	GRS or Superseded Job Citation	Action Taken (NARA Use Only)
1	<p><u>Cooperative Research, Education, and Extension Management System (C-REEMS) and Supporting Environment.</u></p> <p>The Cooperative Research, Education, and Extension Management System (C-REEMS) and its supporting systems are owned and operated by the Agency. C-REEMS supports the Agency's mission by facilitating the award and management of federal funding for agricultural research, education, and extension programs and initiatives within the Land-Grant University system and other partner organizations within and beyond the U S. Department of Agriculture (USDA).</p> <p>C-REEMS facilitates proposal receipt, review, award or declination, and post-award tracking and reporting responsibilities. C-REEMS also enables financial management and tracking of funding from appropriation to disbursement.</p> <p>These instructions apply to the records regardless of their format. Records may be maintained in paper or electronically in any format.</p> <p>a. <u>System Input</u></p> <ol style="list-style-type: none"> <li>1. Electronic files of data input into C-REEMS from other systems, including but not limited to iEdison.  Disposition: Temporary. Destroy/delete after the data have been entered into the system and verified.</li> <li>2. Information from grant application case files and review documentation such as reviews, scores, and rankings. <ol style="list-style-type: none"> <li>(a) Funded applications.  Disposition: Dispose of in accordance with N1-540-06-3, Item 1a.</li> <li>(b) Unfunded applications.  Disposition: Dispose of in accordance with N1-540-06-3, Item 2a.</li> </ol> </li> <li>3. Request for Change to C-REEMS Forms  Disposition: Temporary. Destroy/delete 1 year after change entered into system and verified.</li> </ol>		

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	<p>4. Reviewer Questionnaire.</p> <p>Disposition: Temporary. Destroy/delete after the data have been entered into the system and verified.</p> <p>5. Budget tables derived from Congressional appropriations containing budget summaries and detail.</p> <p>Disposition: Temporary. Cut off at the end of the fiscal year. Destroy/delete when 2 fiscal years old. [GRS 5, Item 4]</p> <p>6. Information regarding the reconciliation, obligation, and de-obligation of funds</p> <p>Disposition: Dispose of in accordance with N1-540-06-3, Item 5</p> <p>b. <u>System Content</u>. Includes financial and administrative information about each application submitted to CSREES for funding, both awarded and unfunded. Also includes identifying information for potential reviewers of applications, and C-REEMS user profiles.</p> <p>1. Staff User Account Profile and Password Data and Role-Based Access Control Module (R-BACM).</p> <p>Disposition: Temporary. Delete 6 years after account access is terminated or when no longer needed for investigative or security audit purposes, whichever is later. [GRS 24, Item 6a]</p> <p>2. Reviewer Profile Data.</p> <p>Disposition: Temporary. Delete 5 years after the end of the fiscal year in which reviewer last updated profile.</p> <p>3. Awarded Application Data.</p> <p>Disposition: Temporary. Delete 15 years after the end of the fiscal year in which the award is closed out.</p> <p>4. Unfunded Application Data.</p> <p>Disposition: Temporary. Delete 3 years after the end of the fiscal year in which the application is declined, withdrawn, or not accepted for review. [GRS 3, Item 13]</p>		

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	<p>5. Electronic Applications. Includes electronically-submitted applications and applications submitted in paper that are scanned to PDF. Applications submitted electronically contain the electronic signature of the individual submitting the application.</p> <p>(a) Awarded applications.</p> <p>Disposition: Temporary. Delete 15 years after the end of the fiscal year in which the award is closed out.</p> <p><del>(b) Unfunded applications.</del></p> <p><del>Disposition: Temporary. Delete 3 years after the end of the fiscal year in which the application is declined, withdrawn, or not accepted for review. [GRS 3, Item 13]</del></p> <p>6. Electronic Panel Summaries and Individual Reviews.</p> <p>Includes panel summaries, individual reviews, scores, rankings, and related records submitted electronically through a web interface.</p> <p>(a) Panel summaries, individual reviews, and other related records for awarded applications.</p> <p>Disposition: Temporary. Delete 15 years after the end of the fiscal year in which the award is closed out</p> <p><del>(b) Panel summaries, individual reviews, and other related records for unfunded applications.</del></p> <p><del>Disposition: Temporary. Delete 3 years after the end of the fiscal year in which the application is declined, withdrawn, or not accepted for review. [GRS 3, Item 13]</del></p> <p>(c) Panelist comments, panel summary change logs.</p> <p>Disposition: Temporary. Delete when panel summary is finalized.</p> <p>7. Budget and Appropriation Data.</p> <p>(a) Budget and appropriation history snapshot.</p> <p>Disposition: Temporary. Delete 20 years after the end of</p>		

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	<p>the fiscal year in which the award is closed out.</p> <p>(b) All other budget and appropriation data.</p> <p>Disposition: Temporary. Delete 15 years after the end of the fiscal year in which the award is closed out</p> <p>c <u>System Output.</u></p> <p>1. Pre-defined and user-defined reports to facilitate program administration and monitoring.</p> <p>Disposition: Temporary. Destroy/delete when no longer needed.</p> <p>2. Records incorporated into the "Funded Award and Agreement Case Files" and the "Unfunded Application Case Files" which include but are not limited to the following:</p> <ul style="list-style-type: none"> <li>• Applications;</li> <li>• Recommended Award Document;</li> <li>• Award Face Sheet;</li> <li>• Award Face Sheet, Attachment A;</li> <li>• Individual reviews, panel summaries, scores and related documents from the Peer Review System; and</li> <li>• Correspondence.</li> </ul> <p>(a) Funded applications</p> <p>Disposition: Dispose of in accordance with N1-540-06-3, Item 1a.</p> <p>(b) Unfunded applications.</p> <p>Disposition: Dispose of in accordance with N1-540-06-3, Item 2a.</p> <p>3. Reports incorporated in financial files covered under "Fiscal Management and Accounting Records." These files include but are not limited to the following.</p> <ul style="list-style-type: none"> <li>• SF 224 Reconciliation Files;</li> <li>• C-REEMS 757 Disbursement &amp; Obligation Approval Forms;</li> <li>• Daily Disbursements Reconciliation Files;</li> <li>• Batch and Manual Authorizations;</li> </ul>		

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	<ul style="list-style-type: none"> <li>• Reimbursable Agreements Reconciliation Files;</li> <li>• Obligation Files;</li> <li>• Canceling/Expiring Funds Files; and</li> <li>• Federal Assistance Award Data System (FAADS) Reports.</li> </ul> <p>Disposition: Dispose of in accordance with N1-540-06-3, Item 5.</p> <p>d. <u>System Documentation.</u></p> <p>1. Development Documentation. Includes test plans, system requirements and specifications, quality assurance procedures, quality guidelines, configuration management plans, detailed design documents, use cases, and other related materials.</p> <p>(a) Working copies and drafts.</p> <p>Disposition: Temporary. Delete/destroy when final copy is produced.</p> <p><del>(b) Final copies.</del></p> <p>Disposition: Temporary. Delete/destroy 1 year after system is superseded or obsolete. [GRS 20, Item 11]</p> <p>2. System Monitoring and Maintenance Documentation. Includes records created to test system performance and monitor system usage. These include, but are not limited to, log-in files, audit logs, error logs, and alert logs, and system usage files, and related documentation.</p> <p>Disposition: Temporary. Delete/destroy earliest log entry when log is full.</p> <p>3. User Manuals, Handbooks, and Other Related Documentation.</p> <p>(a) Working copies and drafts.</p> <p>Disposition: Temporary Delete/destroy when final copy produced.</p> <p><del>(b) Final copies</del></p>		

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	<p><del>Disposition: Temporary. Delete/destroy when superseded or obsolete. [GRS-20, Item 11]</del></p> <p>e. Electronic Mail and Word Processing Records.</p> <p>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 this item. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revising, or disseminating.</p> <p>1. Copies of records covered by above items that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal 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 procure the recordkeeping copy.</p> <p>Disposition: Temporary. Destroy/delete within 180 days after The recordkeeping copy has been produced</p> <p>2. Copies used for disseminating, revising, or updating that are maintained in addition to recordkeeping copy.</p> <p>Disposition: Temporary. Destroy/delete when disseminating, revising, or updating is completed.</p>		