REQUEST FOR RECORDS DISPOSITION AUTHORITY	JOB NUMBER *NI- 572-09-11*

To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001	Date received *9/29/09*

1 FROM (Agency or establishment)
United States Department of Agriculture
Rural Development
Operations and Management
SSD STOP 0742
1400 Independence Ave , SW
Washington, DC 20250-0742

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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
Rural Housing Service

3 MINOR SUBDIVISION
Automated Mail Processing System

4 NAME OF PERSON WITH WHOM TO CONFER Andrea R Jenkins Andrea Jenkins@wdc usda gov	5 TELEPHONE NUMBER 202 692-0029	DATE *05 Jan 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 ___2___ 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,

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

DATE 09/22/09	SIGNATURE OF AGENCY REPRESENTATIVE *Andrea R Jankins*	TITLE Rural Development Records Officer

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	U S Department of Agriculture Rural Development Record Group 445 Electronic Information System – Automated Mail Processing System (see attached)		

Rural Development Record Group Number   572

Title: Automated Mail Processing System

The schedule covers and provides disposition for USDA Rural Development's electronic and related records in the Automated Mail Processing (AMP) System   AMP provides print and mail-handling services to Rural Development, the St   Louis Farm Service Agency (FSA), Natural Resources and Conservation Service (NRCS), Grain Inspection, Packers, and Stockyards Administration (GIPSA)), and other USDA agencies that are crucial to effective and efficient program delivery   System data is used for generating proper distribution of mail correspondence and financial management and loan servicing reports

AMP is a combination of three modules   Pitney Bowes Flow Master inserters provide the mechanical means to insert customer correspondence into envelopes, print address on envelopes, and meter them for processing by the US Post Office, the Xerox Elixir Design Pro Tool software is used to create forms and letters, and Xerox high-speed printers provide security and manage the print process

The volume of printed material exceeds 36 6 million pages per year and supports an average of 475,000 pieces of metered mail per month

1.   **Inputs**
~~The system inputs include customer name and address information, social security numbers, account information, lender information, producer information, letter templates, and correspondence text needed for mailing of customer correspondence and are provided by Rural Development, FSA, NRCS, GIPSA, and other USDA agencies~~

~~Disposition   **Temporary.** Destroy or delete manually 60 days after data has been entered into the master file or database and verified per Operations and Scheduling Branch standard operating procedures or when no longer required to support reconstruction of or serve as backup to a master file or database, whichever is later.~~ **GRS 20, 2(b) and 2(c)**

2.   **Master File**
Consists of letter templates and postage meter data processed through AMP's three modules   Pitney Bowes Flow Master, Xerox Elixir Design Pro Tools, and Xerox high-speed printers

Disposition. **Temporary.** Destroy or delete when the agency determines that it is no longer needed for administrative, legal, audit, or other operational purposes, whichever is later

3.   **Outputs**
~~Ouputs include a mainframe addressing file, called the Mail Run Data File (MRDF) which contains individual mail piece records for all mail in each mail run and matches pre-printed correspondence to system addressed envelopes~~

~~Disposition~~ **Temporary.** ~~Destroy or delete manually after 60 days per Operations and Scheduling Branch standard operating procedures or when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes, whichever is later.~~ **GRS 20, Item 4 and** *closely related to* **GRS 13, Item 4**

4.   **System Documentation**
~~The documentation includes, but is not limited to, system security plans, user manuals and operation guides~~

~~Disposition.~~ **Temporary.** ~~Destroy or delete upon authorized deletion of the related electronic records or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is later~~ **GRS 20, Item 11a(1)**