

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>N1-136-06-9</i>	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>10/25/05</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Agricultural Marketing Service (AMS)			
3 MINOR SUBDIVISION Poultry Program			
4. NAME OF PERSON WITH WHOM TO CONFER Janice Boteler, Janice.Boteler@usda.gov	5 TELEPHONE NUMBER 202 720-0566	DATE <i>9/23/06</i>	ARCHIVIST OF THE UNITED STATES <i>Althea Winstanley</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 _____ 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 type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE <i>10/17/05</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Janice Boteler</i>		TITLE AMS Records Management 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 Agricultural Marketing Service Record Group 136 Electronic Information System – MNP (see attached). PRIOR APPROVAL BY NARA – AMS Unique Records Schedule Market News Reports, Record Series 9000 was previously approved by NARA (see attached).		

SA 10/11/05 Copies sent to Agency

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
9000	<p>Name of electronic database system: Market News Portal (MNP)</p> <p>Agency program or unit supported by the system: USDA, AMS, Poultry (Market News Branch) and Fruit and Vegetable Programs The authority is the Agricultural Marketing Act of 1946</p> <p>Purpose of the system: To disseminate Market News reports as it pertains to the information on prices, volume, quality, condition, and other market data on farm products in specific markets and marketing areas This system is the primary site to retrieve current and historical market news information on various commodities</p> <p>Disposition The disposition instructions apply to records regardless of physical form or characteristics Records may be maintained in any format on any medium These records are media-neutral</p> <p>Dispose of paper and electronic records in accordance with AMS Unique Records Schedule Market News Reports</p>		
Inputs 1	<p>Inputs consist of data uploads from Market News Information System (MNIS), Market News Communications System (MNCS), manual uploads of departmental releases and inputs from the portal's public website Electronic data consists of prices, volume, quality, condition and other market data on farm products in specific markets and marketing areas</p> <p>Disposition Destroy when no longer needed for operational purposes</p>		
Master File 2	<p>Electronic data on price, volume, quality, condition, variety, location and other pertinent market data on farm products</p> <p>Disposition Destroy when no longer needed for operational purposes</p>		
Outputs 3	<p>Printouts, reports, screens of information, electronic data files, etc</p> <p>Disposition Destroy when no longer needed for operational purposes</p>		
System Documentati on 4	<p>General system documentation</p> <p>Disposition Destroy or delete when superseded or obsolete</p>		
Electronic Mail and Word Processing Records	<p>Electronic copies of records created on electronic mail and word processing systems and are used solely to generate a recordkeeping copy of the records covered by the items above Also, includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revising, and disseminating</p>		
	<p>a Copies of records covered by the above records that have no further Administrative value after the recordkeeping copy is made Includes Copies maintained by individuals or personnel files, personal electronic mail directories, or other personal directories on hard disk or network drives that are used only to produce the recordkeeping copies</p>		
	<p>Disposition TEMPORARY</p> <p>Destroy/delete within 180 days after the recordkeeping copy has been produced</p>		

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	<p>b Copies used for disseminating, revising, or updating that are Maintained in addition to recordkeeping copies</p> <p>Disposition TEMPORARY</p> <p>Destroy/delete when disseminating, revising, or updating is Complete</p>		