

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>71-462-05-5</i>	
		DATE RECEIVED <i>11-15-2004</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Food Safety and Inspection Service			
3. MINOR SUBDIVISION Administrative Services Division			
4. NAME OF PERSON WITH WHOM TO CONFER Keith Holden	5. TELEPHONE (301) 504-3999	DATE	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 1 page(s) are not now 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 Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE <i>11/15/04</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Bruce Byrd</i>	TITLE <i>Chief IMAB, ASD</i>
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Daily Activity Report (DAR) (See attached sheets)		
	<i>copy</i>		

Name: Daily activity Reports (DAR)

Agency Program: Program Evaluation Enforcement Review (PEER)

Applicability:

Identifying Information:

Description: The Daily Activity Report (DAR) used by compliance Officers (CO) and Import Surveillance Liaison Inspector (SLIs) to report their official duties. Also used as the basis for reporting timekeeping data to the National Financial Center. This data includes the type of activity, the number of activities for a specific category in that day and hours spent. The CO/ISLI enters narrative data that includes a description of the activity, the name of the person contacted, and that person's company and address. This data is sent to the District office. The headquarters office receives summary data of these activities.

Specific Restriction: Reporting system for Compliance Officers and Import Surveillance Liaison Inspectors.

Disposition Information:

a. System inputs. The inspection for the system is a review of meat, poultry and shell egg products in commerce at firms that handle those products. The Compliance Officer/Import Surveillance Liaison Inspectors enter their data on a laptop computer through the menu and data entry screens. The Daily activity Report system uses the Sybase database engine (Adaptive Server Anywhere or ASA) to store and transfer the data. Each District office has a District database server. Data from the headquarters' database is synchronized with the District Office so that the district Office receives only the data entered by Compliance officers/ Import Surveillance Liaison Inspectors in that District. The current version of DAR is 1.0.2.

TEMPORARY. Destroy when recordkeeping copy is produced.

b. Master file. List of authorized users, table of OPEER regional offices and field offices reporting to the regions. It also has tables for corresponding assigned codes and other type of activities that a Program Investigator performs on a day to day basis. The system contains records created from 2001 to present. Geographically, the system is utilized by all supervisory Program Investigators and Program Investigators within the USA and USA territories as shown in the attached OPEER regional MAP file and organizational charts

TEMPORARY. Cutoff when system is replaced. Transfer federal records 1 year after system is cutoff. Destroy 6 years after cutoff.

c. Data outputs. Total numbers of hours reports, monthly random review reports, yearly random review reports, monthly activity reports, yearly activity reports.

TEMPORARY. Destroy when 3 years old.

d. System documentation. User manual, training guides and policies and procedures for adding and deleting from the system and related information pertaining to the content and technical management of the Daily Activity Report (DAR) system

TEMPORARY. Destroy/delete when superseded or obsolete, or 1 year after the discontinuance of the system, whichever is sooner.

2. Electronic mail and word processing records.

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 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.

a. Copies of records that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personnel 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 produce the recordkeeping copies.

Destroy/delete within 180 days after the recordkeeping copy has been produced.

b. Copies used for disseminating, revising, or updating that are maintained in addition to recordkeeping copy.

Destroy/delete when disseminating, revising, or updating is completed.