

AUTOMATED DATA PROCESSING

Use this subject for correspondence and related papers pertaining to automated and electronic data processing equipment, and systems management and operations.

NOTE: See INFORMATION RESOURCE MANAGEMENT for data management.
See PROCUREMENT AND CONTRACTING for files relating to ADP requisitions.

Disposal Authority:
Job No. NCI-310-80-2

CODE	TITLE	DESCRIPTION	RETENTION	
			OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
ADP	AUTOMATED DATA PROCESSING	Use for policies and procedures covering all items included under this primary subject.	RETAIN: Disposition pending NARS approval.	RETAIN: Disposition pending NARS approval.
1	<u>ADP Facilities</u>	Use for general material regarding liaison with computer facilities and programs.	RETAIN: Disposition pending NARS approval.	RETAIN: Disposition pending NARS approval.
2	<u>ADP Security</u>	Use for general correspondence.	RETAIN: Disposition pending NARS approval.	RETAIN: Disposition pending NARS approval.
3	<u>ADP Technology</u>		RETAIN: Disposition pending NARS approval.	RETAIN: Disposition pending NARS approval.
4	<u>Applications Review Board</u>		(Item 23g(1)) Executive Secretary: Destroy when 6 years old.	(Item 23g(2)) Destroy when 3 years old or sooner, if no longer needed for current activities.
5	<u>Approvals - Technical</u>	Case file as needed. Includes ARS-316 and related correspondence.	RETAIN: Disposition pending NARS approval.	RETAIN: Disposition pending NARS approval.
5-1	<u>Delegation of Authority</u>	Includes Departmental approvals.	RETAIN: Disposition pending NARS approval.	RETAIN: Disposition pending NARS approval.
6	<u>Automated Office</u>	Use for general correspondence and related material not appropriate for filing under a specific subject in this outline.	RETAIN: Disposition pending NARS approval.	RETAIN: Disposition pending NARS approval.
6-1	<u>Word Processing</u>		RETAIN: Disposition pending NARS approval.	RETAIN: Disposition pending NARS approval.
7	<u>Automated Systems</u>	Use for general correspondence and related material.	RETAIN: Disposition pending NARS approval.	RETAIN: Disposition pending NARS approval.

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			OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
7-1	Case Files	Subdivide by name of automated system. Use for material regarding systems initiation, development, documentation, operation, and maintenance. Includes information and statistics systems and computer simulation systems.	RETAIN: Disposition pending NARS approval.	RETAIN: Disposition pending NARS approval.
8	<u>Equipment - Hardware</u>	Subdivide by vendor or type of equipment as necessary.	RETAIN: Disposition pending NARS approval.	RETAIN: Disposition pending NARS approval.
9	Expert Systems/Artificial Intelligence			
9-1	Automation			
9-2	Central File Guide			
9-3	Correspondence Logging and Tracking			
9-4	Machinery Layouts, Plans, etc.			
10	General Materials on Automation			
10-1	Acumenics			
10-2	Comet			
10-3	Departmental Information Processing Standards (DIPS)			
10-4	GSA Study of Manpower Information			
10-4-1	Systems in ARS-1983			
10-5	Studies of ADP Ways and Means			
10-5-1	Management Information Systems Office (MISO) - (IDMS)			

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			OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
11	Germplasm Resource Information Network (case files) (GRIN-GRIP)			
11-1	Ames, Iowa NC7 GRIP			
11-2	Beltsville, Md. GRIP (Plant Introduction Office PIO)			
11-3	Beltsville, Md. Small Grains GRIP			
11-4	Experiment, Georgia 5-9			
11-5	Fort Collins, Colorado GRIP (National Seed Storage Lab - NSSL)			
11-6	Geneva, New York NE-9 GRIP			
11-7	Prosser, Washington IR2			
11-8	Pullman, Washington W-6 GRIP			
11-9	Stoneville, Mississippi (Soybeans South) GRIP			
11-10	Sturgeon Bay, Wisconsin (IRI Potatoes) GRIP			
12	Management Information Systems			
12-1	Accomplishments File RMIS			
12-2	Action Agency Needs File RMIS			
12-3	Budget Increase File RMIS			
12-4	CRIS File RMIS			
12-4-1	Cris Project Documentation			

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CODE	TITLE	DESCRIPTION	RETENTION	
			OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
12-5	Facilities Management Information Systems RMIS			
12-6	Financial Management ADP Systems RMIS			
12-7	Human Nutrition Research and Information System (HNRIM)			
12-8	Implementation Plan File RMIS			
12-9	Patents ADP Systems RMIS			
12-10	Personnel ADP Systems RMIS			
12-11	Program Resource Information System (Paris File) RMIS			
12-12	Program Review File RMIS			
12-13	Property Accounting Information System RMIS			
12-14	Research Associate File RMIS			
12-15	Research Unit File RMIS			
13	<u>Reports-Statistics</u>	Use for reports, studies, surveys, progress reports, and significant accomplishment reports.	Retention periods vary according to type of report. See Records Control Schedule or contact RMO for specific disposal information.	Retention periods vary according to type of report. See Records Control Schedule or contact RMO for specific disposal information.
14	<u>Software</u>	Includes correspondence and standards. Subdivide by language or vendor as necessary.	RETAIN: Disposition pending NARS approval.	RETAIN: Disposition pending NARS approval.
15	USDA - ADP Needs and Plans			