

REQUEST FOR RECORDS DISPOSITION AUTHORITY		AVE BLANK (NARA use only)	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		JOB NUMBER <i>NI-049-09-16</i>	
11 FROM (Agency or establishment) U S Department of Interior		Date received <i>9/30/2009</i>	
2 MAJOR SUBDIVISION Bureau of Land Management		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION Renewable Resource and Planning Directorate			
4 NAME OF PERSON WITH WHOM TO CONFER Michelle F Thomas	5 TELEPHONE NUMBER (202) 912-7557		
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 checked="" type="checkbox"/> X is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE 9/25/09	SIGNATURE OF AGENCY REPRESENTATIVE <i>Michelle F Thomas</i>		TITLE Bureau Records Administrator
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	Management Information System (MIS) Budget Planning System (BPS) (see attached sheets) <i>Schedule withdrawn by BLM on 6/25/2010. Reason: items covered by GRS 6.1a and GRS 5.2.</i>		WITHDRAWN

Bureau of Land Management
Business & Fiscal Resources Directorate

Management Information System/ Budget Management System (MIS/BPS)

Description of System. MIS provides a single electronic database containing standard and consistent data on payments made by the BLM's customers, the system can be used to prepare bills for the use of public lands and other goods and services that the BLM offers and also functions as a comprehensive "data warehouse" for financial and management data. This data provides Bureau employees with a centralized source for financial, budget, cost management, and workload measurement information. BPS is a sub-system of MIS used by the Bureau to perform a variety of functions in the budget planning process, including entering and prioritizing issues and projects, allocating funds received through the use of the Cost Target Worksheets, and the analysis of project success. Records are dated from 2003 – present

a. Master File. The system provides data on budget, performance, cost management, collections and billings and workload measurement. Individuals, State and local governments, other Federal government agencies, and private-sector entities doing financial business

DISPOSITION TEMPORARY

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Delete when no longer needed for reference, administrative purposes or agency use, whichever is longer

b. Back-up copies. Backup copies of the master file are created daily, weekly and monthly and are used for potential system restoration in the event of a system failure or other unintentional loss of data

DISPOSITION TEMPORARY

Delete/destroy full backup tapes when second subsequent backup is verified as successful or when no longer needed for system restoration, whichever is later (GRS 20, Item 8)

WD

c. Input Records. Cost Target Worksheets, Annual Budget Work plans, Planning Target Allocations & Budget for Projects

DISPOSITION TEMPORARY

Records are previously scheduled under GRS/BLM 5, item 2 and 12a

WD

d. Output Records (statistical). Records are official government travel and credit card expenditures of individuals

DISPOSITION TEMPORARY

Destroy when no longer needed for administrative, legal, audit, or other operational purposes, whichever is later (GRS 20, Item 6)

WD

e. System Documentation (paper & electronic). User's Manuals

DISPOSITION TEMPORARY

WD

Destroy or delete when superseded or obsolete or upon authorized deletion of the related master file or database (GRS 20, Item 11a)