

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-425-06-1</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>10/4/05</i>	
1. FROM (Agency or establishment) Department of the Treasury		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Financial Management Service		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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			
4. NAME OF PERSON WITH WHOM TO CONFER Sharon M. King	5. TELEPHONE (202) 874-6960	DATE <i>3/16/06</i>	ARCHIVIST OF THE UNITED STATES <i>Allen W. ...</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 <u>2</u> 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"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>9/29/05</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Thomas R. Martin for J. King</i>		TITLE <i>Acting</i> Director, Administrative Programs Division
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	SEE ATTACHED SHEET(S) FOR:	<i>NI 425 91-1,76</i> <i>NI-425-91-1, item</i>	<i>401</i>
<i>cc Agency OR NARA NARA NARA NARA</i>			

Attachment

Financial Management Service-wide

This schedule provides for the disposition of electronic information system project files, training program files and marketing program files that are maintained in various offices of the Financial Management Service (FMS). The files document systems that were under development and never implemented, systems that were implemented and are now obsolete, or superseded systems. The electronic information system training and marketing program files cover current systems as well. **EXCLUDED** from this schedule are the recordkeeping copies of any system documentation needed to use, search, read, comprehend, etc. data that has been archived from obsolete or superseded systems and that requires continued preservation. The disposition authority applicable to the archived data also controls the disposition of the system documentation records related to that archived data. Also **EXCLUDED** from this schedule are electronic information system training and marketing program records that are created and maintained for training administered by the Assistant Commissioner, Treasury Agency Services, which are scheduled separately.

1. Terminated, Obsolete or Superseded Electronic Information System Project Files.

Case files established for each FMS electronic information system project documenting the management of each project through its various stages: concept development, requirements gathering, procurement, implementation, and system testing. The files consist of copies of proposed project plans and other planning documents; rough drafts; notes; copies of procurement documents kept for reference during the project; communications with contractors; agendas and minutes of meetings; briefing papers; any written project deliverables as specified by the project; system documentation, including user guides; change control records; contract management records; equipment specifications; acquisition schedules; close-out records; and, any related documentation. Records may be in hard copy and/or electronic format. Included are records on systems such as ORBIT, CLEO, CASHMAN, GOALS I, System 90, IGOTS, MIDAS, Year 2000 (Y2K) testing and report records, and any information systems that may be terminated, made obsolete or superseded in the future.

Disposition:

Cut off file when the project is terminated. Delete/destroy when no longer needed for administrative, audit, legal or other operational purposes or 7 years after cutoff, whichever is later.

2. Electronic Information System Training and Marketing Program Records. These consist of files maintained by FMS personnel for planning, preparing, writing, arranging and conducting FMS electronic information systems training programs for FMS and non-FMS employees, including other Federal agency personnel. The records include working files generated during the training development phase; training workgroup meeting notes; correspondence; training participation surveys and rosters; the recordkeeping copy of

instructional materials, manuals and training aids, as well as copies prepared for distribution to course participants; evaluations; and, related documentation. The records may be in hard copy and/or electronic format.

Disposition:

Cut off files after the course or materials are superseded or obsolete.
Delete/destroy when no longer needed for administrative, audit, legal or other operational purposes, or 5 years after cutoff, whichever is later.

3. Electronic Mail and Word Processing System Copies. 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 item number 1 in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

Disposition:

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

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

b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Destroy/delete when dissemination, revision, or updating is completed.