

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>21-412-06-21</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>3.14.2006</i>	
1 FROM (Agency or establishment)  Environmental Protection Agency		<b>NOTIFICATION TO AGENCY</b>	
2 MAJOR SUBDIVISION  Office of Research and Development			
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER  Constance Downs		5 TELEPHONE  202-566-1640	DATE <i>3/23/06</i> <i>6/23/2006</i>
		ARCHIVIST OF THE UNITED STATES <i>Alan [Signature]</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>3</u> 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,  <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested			
<b>MAR 9 - 2006</b>		SIGNATURE OF AGENCY REPRESENTATIVE <i>Constance Downs</i> <i>[Signature]</i>	TITLE Acting Agency Records Officer

7. Item No	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	EPA 467 - Office of Research and Development Management Information System (OMIS)		

# EPA Records Schedule 467

**Status:** Final, 09/30/2007

**Title:** Office of Research and Development Management Information System (OMIS)

**Program:** Research and Development

**Applicability:** Agency-wide

**Function:** 316 - Applied Research and Science Support

## **NARA Disposal Authority:**

This schedule authorizes the disposition of the record copy in any media (media neutral), excluding any records already in electronic form. Records designated for permanent retention must be transferred to the National Archives in accordance with NARA standards at the time of transfer.

- N1-412-06-21

## **Description:**

The Office of Research and Development (ORD) Management Information System (OMIS) was created to provide a comprehensive automated system to assist ORD managers and staff with financial management, project tracking, human resources management, and laboratory implementation plan decisions. It allows for uniform reporting across all organizational units, reduces the number of ORD-wide calls for similar types of data, and provides a single repository of information that serves as the basis for decision making.

The system currently has four interrelated modules: Integrated Resources Management System (IRMS); Human Resources Management System (HRS); Procurement and Acquisition of Capital Equipment (PACE); and Facilities Management System (FMP).

The modules link as follows: IRMS links to the Integrated Financial Management System (IFMS); HRS links to the PeoplePlus system. All of the above links included in this schedule are or will be scheduled separately. End user access is through the EPA Internet.

## **Disposition Instructions:**

**Item a:** Electronic software programs

- **Disposable**
- Keep for the length of time needed to ensure access to and use of the electronic data throughout the authorized retention period, then delete when superseded or obsolete.

**Item b:** Input

- **Varies**

- Follow instructions for EPA 171 - Input and Source Records.

**Item c:** Electronic data

- **Disposable**
- Maintain individual records for 7 years after completion of action, then delete.

**Item d:** Output and reports

- **Varies**
- File with related records and follow instructions for the related records.

**Item e:** Supporting documentation

- **Disposable**
- Keep for the length of time needed to ensure access to and use of the electronic data throughout the authorized retention period, then delete when superseded or obsolete.

**Guidance:**

The PeoplePlus system is scheduled as EPA 300. The Management Accounting Reporting System (MARS) is part of the Integrated Financial Management System (IFMS) which is scheduled as EPA 054.

**Reasons for Disposition:**

This system is used to improve the process of planning, developing, and tracking performance in response to the Government Performance and Results Act (GPRA) requirements. IRMS ensures that ORD's annual budget is linked to ORD programmatic plans and to reconcile the budget with IFMS. HRS is designed to assist senior managers to manage their resources. PACE is designed to manage the scientific equipment program from needs review to purchase approval. FMP is designed to assist senior management in the planning, coordination, and oversight of all buildings and facilities at ORD locations. Retention meets administrative and program needs.

**Custodians:**

Office of Research and Development

- **Contact:** Curtis Jackson
- **Telephone:** 202-564-0958

**Related Schedules:**

EPA 054, EPA 300

**Previous NARA Disposal Authority:**

None

**Entry:** 06/02/2000

**EPA Approval:** 03/09/2006

**NARA Approval:** 06/23/2006