

EPA Records Schedule 740

Status: Final, 06/30/2009

Title: Office of Administrative Services Information System (OASIS)

Program: Administration and Resources Management

Applicability: Headquarters

Function: 401 - Administrative Management

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.

- Varies

Description:

The Office of Administrative Services Information System (OASIS) serves as a Web-based portal to several legacy administrative systems. The current legacy systems include, but are not limited to:

- Building Services Desk (BSD)
- Combinations, Locks, Incidents, Keys, and Safes (CLIKS)
- COOP Action Tracking System (CATS)
- COOP Record of Personnel System
- Credentials System Financial Management System
- Driver Tracking System
- Fitness Center System
- Inspector General Operations and Reporting System (IGOR)
- Parking/Transit System
- Personnel Security System
- Physical Security System
- Postal Mail Management System (PMMS)
- Smart Benefits
- Strategic Lease and Asset Tracking Enterprise (SLATE)
- Warehouse Management Module

Disposition Instructions:

Item a: Electronic software program

This item is to be used only by the Office of Administration and Resources Management, Office of Administrative Services at Headquarters.

- **Disposable**

- Destroy when no longer needed to ensure access to, and use of, the electronic records throughout the authorized retention period.

Item b: Input

- **Disposable**
- Follow instructions for EPA 171.

Item c: Electronic data

This item is to be used only by the Office of Administration and Resources Management, Office of Administrative Services at Headquarters.

- **Disposable**
- Delete after the expiration of the retention period authorized for the hard copy file, or when no longer needed, whichever is later.

Item d: Output and reports

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

Item e: Systems documentation

This item is to be used only by the Office of Administration and Resources Management, Office of Administrative Services at Headquarters.

- **Disposable**
- Follow instructions for EPA 304, item a(1).

Guidance:

IGOR is scheduled as EPA 707 and the other administrative systems are covered by EPA 090.

Copies of systems documentation (e.g., user manuals) held in offices other than OARM are nonrecords and can be destroyed when no longer needed.

Privacy Act systems of records covered by this schedule include, but are not limited to:

- EPA 10 - EPA Parking Control Office File
- EPA 19 - EPA Identification Card Record
- EPA 35 - EPA Transit and Guaranteed Ride Home Program Files
- EPA 41 - EPA Office of Administrative Services Information System (OASIS)
- EPA 44 - EPA Personnel Emergency Contact Files

Reasons for Disposition:

The following changes were made in the 04/30/2009 version:

- Revised title of disposition item e.
- Made minor edits to guidance.

The following change was made in the 03/31/2009 version:

- Revised description and cross references.

The following change was made in the 04/30/2008 version:

- Revised title of disposition item a.
- Revised the disposition instructions for items b and e

The purpose of this system is to centralize a number of legacy systems under common control to comply with EPA's Enterprise Architecture. The retention of the data conforms to General Records Schedule (GRS) 20/3b(1) and the retention of the input conforms to GRS 20/1 and 2.

Custodians:

Office of Administration and Resources Management, Office of Administrative Services

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Related Schedules:

EPA 090, EPA 171, EPA 304, EPA 707

Previous NARA Disposal Authority:

None

Entry: 11/17/2006

EPA Approval: 04/23/2009

NARA Approval: Pending