

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-048-08-25</i>	
TO NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date Received <i>8/12/08</i>	
FROM (Agency or establishment) Department of the Interior		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION National Business Center		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request, including amendments, is approved except for items that may be marked "disposition not approved or "withdrawn" in column 10	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 Federal Personnel/Payroll System and Services			
4 NAME OF PERSON WITH WHOM TO CONFER J Peter Langsdorf	4 TELEPHONE NUMBER 202-513-0804	DATE	ARCHIVIST OF THE UNITED STATES WITHDRAWN
5 AGENCY INFORMATION 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 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			
DATE August 4, 2008	SIGNATURE OF AGENCY REPRESENTATIVE <i>John Baswell</i>		TITLE <i>John</i> Office of the Secretary Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	7554 NBC Datamart 7554 1 Datamart Data Files 7554 2 Bank Card Training 7554 3 Charge Card Report Distribution System (CRDS) 7554 4 Executive Information System (EIS) 7554 5 Indirect Cost System (ICS) 7554 6 Inter-Governmental Personnel Act (IPA) 7554 7 Position Control System (PCS) 7554 8 Procurement Tracking System (PTS) 7554 9 Web Survey 7554 10 Equal Employment Opportunity / Management Directive 715 (EEO/MD715) [See Attached List of Records Descriptions and Requested Disposition Authority]	N/A N/A N/A N/A N/A N/A N/A (GRS 1-7a2a) N/A N/A N/A	

7554 NBC Datamart. NBC Datamart is a data warehouse environment using an Oracle Records Database Management System and a variety of web-based applications for front-end access. Populated with source data from transaction-based systems, the NBC Datamart provides off-line access to data through its core product and other customized auxiliary applications.

7554.1 Datamart Data Files. Contains historical payroll and transactions data from FPPS used for day-to-day reference, compilations of statistical data, and other routine functions.

Disposition: Temporary. Cut off files at end of pay year. Destroy 30 years after cut-off.

7554.2 Bank Card Training. Bank Card Training is a web-based computer-based training application that allows DOI charge card holders to register and take mandatory credit card training. This system assists with administering and monitoring department-wide training. This data is to be retained the same period as the Charge Card Report Distribution System 7554.3. Retention matches the GSA Smart Pay Program which administers the charge card program for the federal government.

Disposition: Temporary. Cut off records when training is complete. Destroy when 10 years old.

7554.3 Charge Card Report Distribution System (CRDS). CRDS is a web-based tool used by DOI management and financial administrators for reporting charge card transactions. This system assists with quality assurance, financial forecasting, and fraud tracking when reviewing credit card transactions.

Disposition: Temporary. Cut off records at end of fiscal year. Destroy when 10 years old.

7554.4 Executive Information System (EIS). EIS is a web-based tool used by NBC management for tracking and managing information about NBC products and services. This system assists with tracking customer products and services.

Disposition: Temporary. Cut off at close of calendar year in which product or service is no longer in use. Destroy 1 year after cut-off, or when no longer needed (whichever is later).

7554.5 Indirect Cost System (ICS). ICS is a web-based tool used for managing indirect cost proposals (ICP) submitted to DOI by non-Federal entities wishing to recover indirect costs incurred for the operation and administration of Native American organizations. This system allows staff to monitor the progress of ICPs from submission to the final issuance of the negotiated rate and to perform historical research.

Disposition: Temporary. Cut off files at end of fiscal year. Destroy when 20 years old.

7554.6 Inter-Governmental Personnel Act (IPA). IPA is a web-based tool used by HR staff for tracking inter-governmental personnel assignments. Developed for the National

Science Foundation (NSF), it allows this client to input and report on both incoming and temporary assignments that exist between NSF and other agencies. While assignment details are managed through this application, master employee and position records are updated through file updates from FPPS.

Disposition: Temporary. Cut off at the end of the year in which assignment is finished. Destroy 30 years after cut-off.

7554.7 Position Control System (PCS). PCS is a web-based tool used by HR staff for managing position data outside of FPPS. Initially developed for the Security Exchange Commission (SEC), it allows this FPPS client to input and report on position data. While position details are managed within this system, master employee and position records are updated through file updates from FPPS.

Disposition: Temporary. Cut off when position is abolished or superseded. Destroy 5 years after cutoff. (GRS 1-7a2a)

7554.8 Procurement Tracking System (PTS). PTS is a web-based tool used by the Dept. of Interior/NBC Acquisitions offices. The system assists with the tracking and management of procurements.

Disposition: Temporary. Cut off files when procurement is finished. Destroy 6 years and 3 months after cut-off.

7554.9 Web Survey. Web Survey is a web-based tool available for all NBC projects and external clients. It allows administrators to develop surveys and publish online surveys for any purpose. Input is provided with anonymous access with back-end reporting.

Disposition: Temporary. Cut off when survey is concluded. Destroy 1 year after cut-off, or when no longer needed for agency business.

7554.10 Equal Employment Opportunity / Management Directive 715 (EEO/MD715). EEO/MD715 is a web-based application used by all NBC clients to produce EEOC compliant reports for the MD-715 Directive. These reports complement the standard NBC Datamart EEO Reporting catalog which is also available to all EEO role based users.

Disposition: Temporary. Cut off files when report is finalized. Destroy 10 years after cut-off.



National Archives and Records Administration

8601 Adelphi Road
College Park, Maryland 20740-6001

March 30, 2009

Ms. Dawn Boswell
Department of the Interior
Office of the Secretary
1849 C Street, NW
Washington, DC 20240

Dear Ms. Boswell:

This letter is to inform you that we are withdrawing Job. No. N1-048-08-25, NBC Datamart (series 7554), without further action as we have determined that we need more complete series descriptions and consistent disposition instructions for each of the listed subsystems.

If you have any questions or comments, please contact me at (301) 837-1777 or via electronic mail at jennie.guilbaud@nara.gov

A handwritten signature in black ink, appearing to read "Jennie Diaz Guildbaud". The signature is stylized and cursive.

JENNIE DIAZ GUILDBAUD
Work Group 3 Leader
Life Cycle Management Division

Cc: John P. Langsdorf

Official file – NWML
Reading File – NWML

DOC: File 1301-1a (Dept. of Interior)

CC Wolfinger (N1-048-08-25)

DOC. S:/Correspondence/048-08-21 WITHDRAW 1-2009.doc

VG:sg/3/25/09

SF 115 Supplementary Cover Sheet

Summary:

This action provides establishes one new Office of the Secretary series entitled:

“NBC Datamart.”

This includes the establishment of 10 associated sub-series, one of which does not require approval as it is already scheduled through the GRS (item 7554.7 “Position Control System (PCS),” GRS 1-7a2a). See attached records schedule for details.

The system contact for this records schedule is Cindy Geist, Applications Management and Technology Branch, 303-969-6632, Cindy_K_Geist@nbc.gov

Reason for submission:

- (1) This action provides for the disposition of records maintained in NBC Datamart, a previously unscheduled system used for the management and administration of personnel and payroll functions.
- (2) This action also incorporates the series into the numbering pattern of the Office of the Secretary’s new records schedule.