

MAR 21 2008

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-115-08-6	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 3/21/08	
1. FROM (Agency or establishment) Department of the Interior		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Bureau of Reclamation			
3. MINOR SUBDIVISION Information Management Division - 84-21300			
4. NAME OF PERSON WITH WHOM TO CONFER Roy Wingate	5. TELEPHONE NUMBER 303-445-2058	DATE 6/17/09	ARCHIVIST OF THE UNITED STATES Alan W. ...
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 type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE March 18, 2008	SIGNATURE OF AGENCY REPRESENTATIVE <i>Roy Wingate</i> Roy Wingate		TITLE Bureau Records Manager
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Proposal and Performance Contract Management System (PropC). This system automates the business practices and workflow processes of the Bureau of Reclamation Research and Development Office, Science and Technology Program. The PropC system allows for the electronic submission (through direct data entry) of research proposals and online review of those same proposals. After a proposal is submitted, it is subject to three distinct reviews. The first review is the Relevancy Review which evaluates the relevancy of the proposal to Reclamation's core mission and S&T Program goals and is conducted by Reclamation subject matter experts in Regional and Area Offices as well as the Office of Policy Services. The next phase of the review process is done by technical experts both inside and outside of Reclamation. The Research Director's Office and Regional Research Coordinators also conduct a		

	<p>program review for relevancy and technical merit to determine if the proposal meets S&T program goals, steering team priorities, administration priorities, affordability, and checks past progress and performance of the investigators that results in the final funding decision. Funding decisions are then transferred to a financial screen, which automates the processes for establishing accounts by sending e-mails to Finance and to the submitters, notifying them of funding data. This portion of the system is not a financial management application, but simply automates the Research and Development Office funding processes.</p>		
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ITEM #	TITLE/DESCRIPTION	RETENTION & DISPOSITION
1.	INPUTS. Data provided by requestors for proposed research projects.	TEMPORARY. Delete when research project is concluded.
2.	MASTER FILES. Research proposal and project data, proposal and project funding information, proposal relevancy, technical and program review scores and comments.	TEMPORARY. Delete or destroy one year after migration to new system and verification that the transfer of data is accurate.
3.	OUTPUTS. Research project-proposal reports.	TEMPORARY. Delete when the Research and Development Program Office determines that they are no longer needed for administrative, legal, audit, or other operational purposes. (GRS 20, item 4.)
4.	SYSTEM DOCUMENTATION RELATING TO THE MASTER FILES. Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports relating to master files described in item 1 (above).	TEMPORARY. Destroy or delete upon authorized deletion of the related electronic records or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is later. (GRS 20, item 11(1)).
5.	BACKUPS OF FILES Files identical to records described for disposal in item 2 (above). Backups are performed, daily, weekly and monthly and stored offsite.	TEMPORARY. Delete when the identical records have been deleted, or when replaced by a subsequent backup file. (GRS 20, item 8b.)