

**SF 115 for Performance Measurement and Reporting System (PMRS)
(September 19, 2002)**

File No. 1xx: Performance Measurement and Reporting System (PMRS)

PMRS is the automated system for collecting and publishing official statistical data about NARA's success in meeting numeric goals ("metrics") in strategic and annual performance plans mandated by the Government Performance and Results Act (GPRA). PMRS also contains other important statistics about NARA that are included in the agency's annual performance reports to Congress. PMRS consists of: (a) textual records, printouts of email, and GPRA databases containing statistical data; (b) operational databases that supply data to PMRS; (c) supporting records used to verify data and make corrections; (d) office databases; (e) PMRS metrics data warehouse; (f) metric specifications; and (g) system documentation and test files.

Item 1. File No. 1xx-1: Data Collection Sources and Supporting Records.

a. File No. 1xx-1a: Textual records, printouts of email, and GPRA databases containing statistical data for PMRS metrics. Supporting textual records include printouts of email and other documents created and maintained to verify data accuracy and make corrections after initial quarterly reporting of data to PMRS. Records may be arranged alphabetically by metric title or numerically by strategic goal and thereunder by metric number.

Proposed Disposition: Cut off annually. Destroy/delete when 3 years old or when no longer needed for reference or audit purposes, whichever is later.

b. File No. 1xx-1b: Operational databases specifically created to support program functions. Databases supply statistical data to PMRS. Supporting textual records include printouts of email and other documents created and maintained to verify data accuracy and make corrections after initial quarterly reporting of data to PMRS. Records may be arranged alphabetically by metric title or numerically by strategic goal and thereunder by metric number.

Proposed Disposition: For scheduled databases, such as the Control and Tracking System (CATS) (file no. 1308-2), follow applicable disposition instructions. For unscheduled databases, such as the Order Fulfillment and Accounting System (OFAS), submit an SF 115, Request for Records Disposition Authority, via the NARA Records Officer. If there are questions about the scheduling status of operational databases, consult the Records Officer.

Item 2. File No. 1xx-2: Office databases built by NH and installed throughout the agency. Data come from textual records, emails, GPRA databases, and operational databases. Data in the office databases are then processed and uploaded into the metrics data warehouse (file no. 1xx-3). Supporting textual records include printouts of email and other documents created and maintained to verify data accuracy and make corrections after initial quarterly reporting of data to PMRS. Records may be arranged alphabetically by metric title or numerically by strategic goal and thereunder by metric number.

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Proposed Disposition: Overwrite data for each reporting period and destroy related supporting records when the unit determines that the data are no longer needed for administrative, legal, audit, or other operational purposes.

Item 3. File No. 1xx-3: Metrics data warehouse: (a) Live data for current, discontinued, and prototype metrics, and NARA statistics, (b) Annual snapshots of warehouse maintained offline; and (c) Documentation of corrections.

Proposed Disposition: Delete annual live data, snapshot, and related corrections documentation 10 years after the end of the fiscal year in which the data were created.

Item 4. File No. 1xx-4 Metric Specifications. Includes specifications and data collection plans for current, discontinued, and prototype metrics, and NARA statistics in PMRS. Also includes records documenting revisions to existing metric specifications and development of metrics and specifications not yet measured and reported in PMRS.

a. File No. 1xx-4a: Specifications Document. Contains targets, calculations, definitions, sources, measures, drill-down levels, data collection plans, and other elements for current, discontinued, and prototype metrics, and NARA statistics.

Proposed Disposition: Destroy/delete when superseded.

b. File No. 1xx-4b: Records documenting revisions to existing metric specifications and development of new metrics and their specifications not yet included in PMRS.

Proposed Disposition: Destroy/delete when superseded, obsolete, or when no longer needed for reference.

Item 5. File No. 1xx-5: System Documentation and Test Files. Includes requirements documents, agreements, system maintenance guides, user guides, other documents, and test/development and other databases.

Proposed Disposition: Destroy/delete when superseded or when no longer needed. (GRS 20, items 1a and 11a)

Item 6. File No. 199: Word Processing Files and Email Records.

a. File No. 199-1: Word Processing Files. Documents such as letters, memoranda, reports, handbooks, directives, and manuals recorded on electronic media, such as hard disks or floppy diskettes, after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes.

Proposed Disposition: Delete from the word processing system when no longer needed for updating or revision.

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b. File No. 199-2: Email Records Senders' and recipients' versions of email messages that meet the definition of Federal records, and any attachments to the record messages after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes.

Proposed Disposition: Delete from the email system after copying to a recordkeeping system.

NOTE: Along with the message text, the recordkeeping system must capture the names of sender and recipients and date (transmission data for recordkeeping purposes) and any receipt data when required.