

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
		JOB NUMBER <i>71-040-05-1</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>10/22/2004</i>	
1. FROM (Agency or establishment) Department of Commerce		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Office of Acquisition Management			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Curtina Smith	5. TELEPHONE NUMBER 202 482 4186	DATE <i>2-2-05</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Cal</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>2</u> 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 checked="" type="checkbox"/> X is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>10/18/04</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Daniel J. Rooney</i> Daniel J. Rooney		TITLE Department of Commerce Records Management Officer

cc Agency only

7. ITEM NO.	8. DESCRIPTION OF INFORMATION AND PROPOSED DISPOSITION	9. AUTHORITY OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<p>Workforce Assessment Database</p> <p>A web-based system that collects personnel, education, training, contract warrant, certification, and contact information about Department of Commerce employees who acquire and manage goods and services. The system was developed to meet the requirement in 41 USC 433(d) that federal agencies collect and maintain standardized data on the acquisition workforce. The information in the database is used to support managers in making informed budgeting, staffing, training, and employee development decisions and to monitor the availability of staff with contract warrants and specific skill sets.</p> <p>DISPOSITION: Delete/destroy data when 5 years old or when superseded or obsolete, whichever is earlier.</p>		