

# WITHDRAWN' RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0371-2013-0002

## Request for Records Disposition Authority

Records Schedule Number DAA-0371-2013-0002

Schedule Status Returned Without Action

Agency or Establishment Defense Information Systems Agency

Record Group / Scheduling Group Records of the Defense Information Systems Agency

Records Schedule applies to Agency-wide

Schedule Subject DISA Electronic Information System

Internal agency concurrences will be provided No

Background Information FAMIS addresses the DWCF-TSEAS requirements by: (1) Recording financial transactions from both direct entry and automated batch interfaces with both internal and external critical feeder systems; (2) Providing the ability to inquire on a specific item (e.g., receivable document, customer account, payable document, vendor account, general ledger account, or directorate budget); and (3) Producing monthly financial statements in a variety of formats for internal and external distribution.

### Item Count

| Number of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |
|-----------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| 0                                 | 0                                     | 0                                     | 3                                     |

### GAO Approval

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0371-2013-0002

## Outline of Records Schedule Items for DAA-0371-2013-0002

| Sequence Number |   |
|-----------------|---|
| 1               | DISA Electronic Information Systems   |
| 1.1             | Federal Financial Accounting Management Information System – Enterprise Acquisition Services (FAMIS-EAS)<br>Disposition Authority Number: DAA-0371-2013-0002-0001 |
| 1.2             | ISKILLS<br>Disposition Authority Number: DAA-0371-2013-0002-0002  |
| 1.3             | Computer Aided Facility Management (CAFM) System<br>Disposition Authority Number: DAA-0371-2013-0002-0003   |

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## Records Schedule Items

| Sequence Number |   |                 |              |        |                        |
|-----------------|---|-----------------|--------------|--------|------------------------|
| 1               | <b>DISA Electronic Information Systems</b>  |                 |              |        |                        |
| 1.1             | <b>Federal Financial Accounting Management Information System – Enterprise Acquisition Services (FAMIS-EAS)</b>   |                 |              |        |                        |
|                 | Disposition Authority Number      DAA-0371-2013-0002-0001   |                 |              |        |                        |
|                 | Final Disposition                      Temporary  |                 |              |        |                        |
|                 | Item Status                              Withdrawn  |                 |              |        |                        |
|                 | Is this item media neutral?          Yes  |                 |              |        |                        |
|                 | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      Yes  |                 |              |        |                        |
|                 | Do any of the records covered by this item exist as structured electronic data?                      Yes  |                 |              |        |                        |
|                 | <table border="1"><thead><tr><th>Manual Citation</th><th>Manual Title</th></tr></thead><tbody><tr><td>101-02</td><td>Office Financial Files</td></tr></tbody></table>   | Manual Citation | Manual Title | 101-02 | Office Financial Files |
| Manual Citation | Manual Title  |                 |              |        |                        |
| 101-02          | Office Financial Files  |                 |              |        |                        |
|                 | GRS or Superseded Authority Citation      NN-170-106  |                 |              |        |                        |
|                 | <b>Disposition Instruction</b>  |                 |              |        |                        |
|                 | Retention Period                      Destroy when superseded   |                 |              |        |                        |
|                 | <b>Additional Information</b>   |                 |              |        |                        |
|                 | GAO Approval                          Not Required  |                 |              |        |                        |
| 1.2             | <b>ISKILLS</b>  |                 |              |        |                        |
|                 | Disposition Authority Number      DAA-0371-2013-0002-0002   |                 |              |        |                        |
|                 | The ISKILLS by Avilar, will provide the Defense Information Systems Agency (DISA) employees with the capability to manage competencies, conduct gap analyses, plan professional development activities on individual development plans (IDP), send auto emails to employees and supervisors, and produce a series of reports to help manage workforce planning and professional development |                 |              |        |                        |
|                 | Final Disposition                      Temporary  |                 |              |        |                        |
|                 | Item Status                              Withdrawn  |                 |              |        |                        |

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Is this item media neutral? Yes  
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes  
Do any of the records covered by this item exist as structured electronic data? Yes

| Manual Citation | Manual Title                   |
|-----------------|--------------------------------|
| 600-24          | Correspondence and Forms Files |

GRS or Superseded Authority Citation NC1-64-77-10 item 14b

### Disposition Instruction

Retention Period Destroy when no longer needed

### Additional Information

GAO Approval Not Required

### Computer Aided Facility Management (CAFM) System

Disposition Authority Number DAA-0371-2013-0002-0003

The Computer Aided Facility Management (CAFM) System supports the Facility and Property Management Division (MPS7) by providing a repository where space and building assists for DISA personnel occupied sites worldwide. It also assets with space management by providing a way to track DISA personnel down to the cubical. Additional information about the configuration of the system can be retrieved from the following people:

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

| Manual Citation | Manual Title                           |
|-----------------|--|
| 700-01          | Property Disposal Correspondence Files |

1.3

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Records Schedule: DAA-0371-2013-0002

700-04

Real Property Files

## Disposition Instruction

Cutoff Instruction

Cutoff at the end of the FY

Retention Period

Destroy when no longer needed

## Additional Information

GAO Approval

Not Required

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## 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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

## Signatory Information

| Date       | Action                | By             | Title                      | Organization   |
|------------|-----------------------|----------------|----------------------------|--|
| 06/04/2014 | Certify               | Benjamin Smith | Records Management Officer | CIO - CIO2   |
| 12/17/2015 | Return Without Action | David Weber    | Senior Appraisal Archivist | National Archives and Records Administration - Records Management Services |

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