

## Request for Records Disposition Authority

Records Schedule Number DAA-0330-2015-0010

Schedule Status Approved

Agency or Establishment Office of the Secretary of Defense

Record Group / Scheduling Group Records of the Office of the Secretary of Defense

Records Schedule applies to Major Subdivision

Major Subdivision Office of the Under Secretary of Defense (Personnel and Readiness

Minor Subdivision Defense Human Resources Activity, Defense Civilian Personnel  
Advisory Service (DCPAS),

Schedule Subject INVESTIGATIONS AND RESOLUTIONS CASE MANAGEMENT  
SYSTEM (IRCMS)

Internal agency concurrences will  
be provided No

Background Information The Defense Civilian Personnel Advisory Service (DCPAS) supports the military departments and Defense agencies by providing civilian personnel policies, HR solutions, and advisory services in a number of areas including Equal Employment Opportunity investigations and mediations. The DCPAS Investigations and Resolutions Directorate (IRD) is responsible for investigating Equal Employment Opportunity (EEO) discrimination complaints for Department of Defense agencies.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

GAO Approval

## Outline of Records Schedule Items for DAA-0330-2015-0010

Sequence Number	
1	Investigation and Resolutions Case Management System (IRCMS)
1.1	Investigations and Resolutions Case Management System (IRCMS) Master Files Disposition Authority Number: DAA-0330-2015-0010-0001
1.2	Investigations and Resolutions Case Management System (IRCMS) Metadata Files Disposition Authority Number: DAA-0330-2015-0010-0002

## Records Schedule Items

Sequence Number											
1	<p><b>Investigation and Resolutions Case Management System (IRCMS)</b> The Investigations and Resolutions Case Management System (IRCMS) is the Department of Defense's enterprise-wide, web-based tracking application that will provide an effective mechanism to manage and track EEO complaints submitted for investigation. It will provide a comprehensive repository for case information, electronic file management, and a full-featured report generation module to meet a variety of reporting requirements and program evaluation needs. IRCMS receives Personally Identifiable Information (PII) from the customers when they enter information into the fields in the database. IRCMS includes the capability to enter and collect data, manage case deadlines, generate reports and metrics as required, and facilitate case management and program improvement decision-making within DoD. The information is also used to respond to Congressional and for performance metrics for employees. The customers receive the information, to include PII, from the Formal Complaint and related documentation provided by Complainant and Agency. IRCMS will interact with I-Complaints (a web-based EEO complaint tracking and reporting system used by many EEO offices) and the information will populate from the I-Complaints system. PRIMARY INPUTS: Include but are not limited to: Identifying information: including name, personal address, work telephone number, alternate telephone number, and Complainant's email address and complaint basis. OUTPUTS: Routine and Ad hoc reports will be generated by registered users.</p>										
1.1	<p><b>Investigations and Resolutions Case Management System (IRCMS) Master Files</b> Disposition Authority Number DAA-0330-2015-0010-0001</p> <p>The master file includes but is not limited to Complainant's full name; date of birth; race, religion, gender, disability information, national origin, employment information, security clearance, and educational information (as it relates to the nature of the EEO complaint); prior EEO activity; home address and telephone number; work telephone number; and information about the alleged discrimination basis(es) and requested relief.</p> <table> <tr> <td>Final Disposition</td><td>Temporary</td></tr> <tr> <td>Item Status</td><td>Active</td></tr> <tr> <td>Is this item media neutral?</td><td>Yes</td></tr> <tr> <td>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</td><td>Yes</td></tr> <tr> <td>Do any of the records covered by this item exist as structured electronic data?</td><td>Yes</td></tr> </table>	Final Disposition	Temporary	Item Status	Active	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
Final Disposition	Temporary										
Item Status	Active										
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										

1.2	Disposition Instruction	
	Retention Period	Destroy/Delete completed case files, investigation reports, and all other related documents 90 days after the case is returned to the EEO of origin.
	Additional Information	
	GAO Approval	Not Required
	Investigations and Resolutions Case Management System (IRCMS) Metadata Files	
	Disposition Authority Number	DAA-0330-2015-0010-0002
	Metadata files including but not limited to Delay Request Information, Request Date, Cause for Delay, Delay Day Reason, Delay Days Type, Number of Delay Days Requested, Justification, Supervisor Approval, Supervisor Decision Number of Delay Days Approved, Supervisor Remarks, Supervisor, Record Timestamp, Created By, Created Date Updated By, and Updated Date,	
	Final Disposition	Temporary
	Item Status	Active
	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
	Disposition Instruction	
	Retention Period	Destroy/Delete metadata annually 15 years after cases are returned to EEO of origin
	Additional Information	
	GAO Approval	Not Required

## 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
09/29/2015	Certify	Luz Ortiz	OSD Records Manager	Department of Defense - Office of the Secretary of Defense
05/10/2016	Submit for Concurrence	Sebastian Welch	Appraiser	National Archives and Records Administration - Records Management Services
05/12/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/13/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
05/18/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist