

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>N1-330-08-10</i>	
1. FROM (Agency or establishment) Department of Defense		DATE RECEIVED <i>8/27/2009</i>	
2. MAJOR SUBDIVISION Office of the Secretary of Defense		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Records and Declassification Division, ESD, WHS		DATE ARCHIVIST OF THE UNITED STATES <i>[Signature]</i> <i>[Signature]</i>	
4. NAME OF PERSON WITH WHOM TO CONFER Stephanie Griffith	5. TELEPHONE (703) 588-6835		

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>3</u> page(s) are not now needed for the business of 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"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.		
DATE 9/24/2009	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> Robert Storer	TITLE Chief, Records and Declassification Division

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Comptroller Information Systems (CIS). See attached pages for descriptions and dispositions.		

SF 115 Submission for scheduling with National Archives and Records Administration (NARA):

**OFFICE OF THE UNDER SECRETARY OF DEFENSE (OUSD)
COMPTROLLER (C)**

Comptroller Information System (CIS)

BACKGROUND: The CIS is used by the OUSD(C) in its Mission to provide the Department of Defense (DoD) a balanced budget with sufficient internal controls to achieve efficient, effective acquisition programs that meet cost objectives. The CIS was created to capture, validate and report automated data reflecting the status of the Defense Budget formulation each year. The system also transmits the Department's automated budget to the Office of Management and Budget (OMB). The CIS replaces the paper based system used by OUSD(C) and previously scheduled under AI 15 series 303-05.4.

CIS is a classified Oracle based system utilized by OUSD (C). The system contains financing and program data for all budget accounts maintained in the system. The system includes; program information (direct and reimbursable), obligations by type (direct and reimbursable), obligations by object classification, budget authority, financing orders, unobligated balances and expiring balances, expenditure data (obligated balances, obligations incurred), civilian full time equivalent data and military end strengths. The system also contains Military Department and Defense Agency submissions that include adjustments reflected in proposed and signed Program/Budget Decisions (PBD), Program Decision Memorandum and certified prior year actual data from the Defense Financing and Accounting Service (DFAS).

CIS inputs are budget submission information entered directly by Military Departments, Defense Agencies, and OUSD (C) staff, certified prior year actual data from DFAS (via BEX application). CIS inputs are covered under GRS 20, item 2c. CIS outputs are summarized budget information. The outputs are imported into OMB's MAX system for printing as part of the Appendix to the President's Budget. This compiled data is used to complete the summarized portion of the Defense Departments budget found in the Appendix to the President's Budget. The system documentation is covered under GRS 20, Item 11(a)(1).

The Program Resources Collection Process (PRCP) system is a DoD web-based application designed to prepare and manage direct program budget details pertaining to the Procurement, RDT&E, Construction, Operations & Maintenance, Military Personnel Programs, OP32, OP8, and PB22 Exhibits. This system also documents funding on such projects as the Global War On Terror (GWOT). Once the final budget numbers are reached, PRCP is populated with the final budget information. This system shows budget submissions down to the line item level and PE. System inputs are budget submissions from DoD Components and OUSD (Comptroller) Directorates and are covered under GRS 20, item 2c. This system replaces the paper based function that was previously scheduled under AI 15 series 303-03.1 thru 303-03.2 and 303-04.1.

ITEM 1: Comptroller Information System (CIS) Master file and specified reports to Congress

FILE DESCRIPTION: Information system containing program data, direct and reimbursable obligations, budget authority, financing orders, obligated and unobligated balances, expiring balances, expenditure data (obligated balances, obligations incurred), civilian full time equivalent data and military end strengths for the Department of Defense.

DISPOSITION: PERMANENT. Transfer to NARA when 20 years old in an acceptable format.

ITEM 2 Program Resources Collection Process (PRCP) Master File and Specific Reports

FILE DESCRIPTION: Information system contains budget submission data down to the line item level (i.e. number of ships, type of ship, etc.) for DoD Components and OUSD (Comptroller) Directorates. The following reports are generated from the master file data and made available to the public: (item 3)

DISPOSITION: PERMANENT. Transfer to NARA when 20 years old in an acceptable format.

*3/3/11 Changed
Re RO's Request
See email dated
3/3/11 SW*

ITEM 3: Program Resources Collection Process (PRCP) Output Files

FILE DESCRIPTION: Outputs for the PRCP include Procurement Program Reports (P-1), Research, Development, Test and Evaluation Programs Reports (R-1), Military Construction, Family Housing, and Base Realignment and Closure Program Reports (C-1).

DISPOSITION: PERMANENT. Transfer to NARA when 20 years old in an acceptable format.

— See Attached —

FILE DESCRIPTION: Information system containing program data, direct and reimbursable obligations, budget authority, financing orders, obligated and unobligated balances, expiring balances, expenditure data (obligated balances, obligations incurred) civilian full time equivalent data and military end strengths for the Department of Defense.

DISPOSITION: PERMANENT. Electronic Records. ~~Pre-accession to NARA annually in an acceptable medium and format in accordance with standards set forth in Federal regulations and transfer legal custody to NARA after 20 years.~~

ITEM 2: Program Resources Collection Process (PRCP) Master File and Specific Reports

FILE DESCRIPTION: Information system contains budget submission data down to the line item level (i.e. number of ships, type of ship, etc.) for DoD Components and OUSD (Comptroller) Directorates. The following reports are generated from the master files data and made available to the public.

DISPOSITION: PERMANENT. Electronic Records. ~~Pre-accession to NARA annually in an acceptable medium and format in accordance with standards set forth in Federal regulations and transfer legal custody to NARA after 20 years.~~

ITEM 3: Program Resources Collection Process (PRCP) Outputs Files

FILE DESCRIPTION: Outputs for the PRCP include Procurement Program Reports (P-1), Research, Development, Test and Evaluation Programs Reports (R-1), Military Construction, Family Housing, and Base Realignment and Closure Program Reports (C-1).

DISPOSITION: PERMANENT. Electronic Records. ~~Pre-accession to NARA annually in an acceptable medium and format in accordance with standards set forth in Federal regulations and transfer legal custody to NARA after 20 years.~~

On 4/19/2022 NARA revoked the pre-accession policy.