

## Request for Records Disposition Authority

Records Schedule Number           DAA-0512-2019-0002

Schedule Status                    Approved

  

Agency or Establishment           Health Resources and Services Administration

Record Group / Scheduling Group   Records of the Health Resources and Services Administration

Records Schedule applies to       Agency-wide

Schedule Subject                    HRSA Integrated Resource Management System (IRMS)

Internal agency concurrences will be provided   Yes

**Background Information**

IRMS is an automated commitment register and a funds control-supporting tool used by HRSA to record commitments and obligations, and to monitor their impact on program budgets. IRMS, through its reporting component, is designed to provide Allotment and Allowance holders improved commitment register information to support budget decisions. The majority of IRMS data is populated through the collection of data from other business systems - Unified Financial Management System (UFMS), Electronic Handbooks, BHW Management Information System Support (BMISS), Concur (CGE), and Managing/Accounting Credit Card System (MACCS). Although IRMS does not interface with UFMS directly, IRMS has access to a PSC dropbox where a daily UFMS Extract File is retrieved. This includes HHS Consolidated Acquisition Solution (HCAS) commitments, and all obligations and disbursements that impact the agency's budgets. These files allow the Agency to automate the posting of records, thereby, minimizing errors that generally result from manual data entry. IRMS also receives daily commitment reports from the Electronic Handbooks, BHW Management Information System, and Concur E-Travel.

**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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0512-2019-0002

Sequence Number	
1	Financial Transaction Reports:
1.1	One-Time Query and Continuous Query Disposition Authority Number: DAA-0512-2019-0002-0001
1.2	Allotment Level Financial Reports Disposition Authority Number: DAA-0512-2019-0002-0002

## Records Schedule Items

Sequence Number																	
1	<p><b>Financial Transaction Reports:</b> The system allows HRSA to monitor commitments, obligations, and disbursements against operating budget subdivisions (i.e., any level below an allowance). In order to support the monitoring process, IRMS includes fund status and other management reports. The reports generated may be one-time query or continuous query output, which can be exported in excel format, pdf, HTML etc. for financial analysis. IRMS includes capability to browse, select, and upload data/files in csv format; and includes automated interfaces with other systems as described in the following table:</p>																
1.1	<p><b>One-Time Query and Continuous Query</b></p> <p>Disposition Authority Number      DAA-0512-2019-0002-0001</p> <p>IRMS generates a number of daily reports of scheduled "snapshot" that include financial and budget information, i.e. Disbursement Report: This report provides detailed commitments and obligations with its disbursements information, both manually and automatically entered into IRMS; Summarized Budget Report: This report provides status of funds on appropriation, allotment and allowance level; Commitment Register Report: This report provides high level commitments and obligations with its disbursements information; Open/Closed Documents Report: This report provides the status of open and closed transactions on document level, and other report generated by IRMS.</p> <table border="0"> <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> <p><b>Disposition Instruction</b></p> <table border="0"> <tr> <td>Cutoff Instruction</td> <td>Close off at the end of Fiscal Year</td> </tr> <tr> <td>Retention Period</td> <td>Destroy 6 year(s) after Close of the Fiscal Year</td> </tr> </table> <p><b>Additional Information</b></p> <table border="0"> <tr> <td>GAO Approval</td> <td>Not Required</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	Cutoff Instruction	Close off at the end of Fiscal Year	Retention Period	Destroy 6 year(s) after Close of the Fiscal Year	GAO Approval	Not Required
Final Disposition	Temporary																
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Is this item media neutral?	Yes																
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Do any of the records covered by this item exist as structured electronic data?	Yes																
Cutoff Instruction	Close off at the end of Fiscal Year																
Retention Period	Destroy 6 year(s) after Close of the Fiscal Year																
GAO Approval	Not Required																

1.2

**Allotment Level Financial Reports**

Disposition Authority Number      **DAA-0512-2019-0002-0002**

**Assessment Status of Funds:** This report is for tracking and controlling budget allocation by grouping and summarizing Assessments on Allotment level.

**Summarized Budget Report on Allotment Level:** This report provides budget allocation on Allotment/ Common Accounting Number (CAN) level.

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**

Cutoff Instruction                      **Close off at the end of Fiscal Year**

Retention Period                        **Destroy 3 year(s) after Close of the Fiscal Year**

**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
07/03/2019	Certify	Evelyn Reid	HRSA Agency Record Officer	Office of Information Technology - Records Management
12/04/2019	Submit for Concurrence	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
12/09/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
12/09/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
12/11/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist