

# WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: **DAA-0568-2015-0003**

## Request for Records Disposition Authority

Records Schedule Number      DAA-0568-2015-0003  
Schedule Status                  Returned Without Action

Agency or Establishment        Bureau of Customs and Border Protection  
Record Group / Scheduling Group   Records of the Bureau of Customs and Border Protection  
Records Schedule applies to     Major Subdivision  
Major Subdivision                Office of Information and Technology  
Minor Subdivision                Enterprise Data Management & Engineering Directorate  
Schedule Subject                 Project Portfolio Management (PPM Central) Records  
Internal agency concurrences will be provided      Yes

### Background Information

### 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of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |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                                     | 1                                     |

### GAO Approval

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## Outline of Records Schedule Items for DAA-0568-2015-0003

| Sequence Number |  |
|-----------------|--|
| 1               | Project Portfolio Management (PPM Central)   |
| 1.1             | Masterfile/Electronic Records<br>Disposition Authority Number: DAA-0568-2015-0003-0001 |

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## Records Schedule Items

| Sequence Number |   |
|-----------------|---|
| 1               | <p><b>Project Portfolio Management (PPM Central)</b><br/>Project Portfolio Management (PPM Central) provides CBP management and executive's with greater insight into Office of Information and Technology's (OIT) projects, services and activities, and enables added control over OIT's budget and resources.</p>  |
| 1.1             | <p><b>Masterfile/Electronic Records</b></p> <p>Disposition Authority Number      <b>DAA-0568-2015-0003-0001</b></p> <p>Strategic goal and objective information (includes what needs to be achieved and what is to be accomplished within the strategic goal); Portfolio data (includes program and activity information and how it aligns to CBP's Lines of Business; Investment data (compilation consisting of project, program, and asset data); Program information (projects and sustainment operation information); Project data (information about the project that produces capability, result, or other useful asset data); Activity information (processes that support programs, projects, or sustainment operations); Sustainment Operation information (data referring to operations, maintenance, and/or support of IT assets) Project, service and activity information (includes budget and resource data); Data for selection, operations and retirement of project; Program Management Review data; Data tracking progress of meeting operational and strategic goals; Information on compliance with established principles, policies, and procedures; finance, performance, resource, risk, and schedule information; data for compliance of OMB Exhibit 300, CBP System Life Cycle Process and the Investment Management Process</p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                              <b>Withdrawn</b></p> <p>Is this item media neutral?           <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>Yes</b></p> <p>Do any of the records covered by this item exist as structured electronic data?                      <b>Yes</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      <b>Cut off at the end of fiscal year.</b></p> <p>Retention Period                      <b>Destroy 3 year(s) after cutoff</b></p> <p><b>Additional Information</b></p> |

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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  |
|------------|--------------------------|-----------------|---|---|
| 05/19/2015 | Certify                  | Avis King       | Supervisory, Management and program Analyst | Office of Administration - Administrative Services Program Management Office    |
| 05/29/2015 | Return for Revision      | Lloyd Beers     | Appraisal Archivist                         | National Archives and Records Administration - ACNR Records Management Services |
| 06/22/2015 | Submit For Certification | Jessica Brown   | IT Specialist                               | Office of Information and Technology - Data Engineering                         |
| 07/27/2015 | Certify                  | Raymond Marbury | Program Manager                             | US Customs and Border Protection - Office of Administration                     |
| 11/25/2015 | Return Without Action    | Lloyd Beers     | Appraisal Archivist                         | National Archives and Records Administration - ACNR Records Management Services |

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