

REQUEST FOR RECORDS DISPOSITION AUTHORITY*(See Instructions on reverse)*TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)

Department of Housing & Urban Development (HUD)

2. MAJOR SUBDIVISION

Chief Information Officer (CIO)

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Timothy Lewis, RMLO, CIO

Pauline Grant, Management Analyst

5. TELEPHONE

(202) 708-0614 x8310

(202) 708-0614 x7297

LEAVE BLANK (NARA use only)

JOB NUMBER

71-207-02-7

DATE RECEIVED

6-28-2002

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE

310 144-03

ARCHIVIST OF THE UNITED STATES

John W. Carl

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 _____ 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,



is not required;



is attached; or



has been requested.

DATE

6/21/2002

SIGNATURE OF AGENCY REPRESENTATIVE

Brenda Smoot

Brenda Smoot

TITLE

Departmental Records Officer

7.
ITEM
NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9. GRS OR
SUPERSEDED
JOB CITATION10. ACTION
TAKEN (NARA
USE ONLY)

HUD RECORDS DISPOSITION SCHEDULE

DEPARTMENTAL GRANTS MANAGEMENT SYSTEM (DGMS)

The Department of Housing and Urban Development (HUD) is requesting NARA's approval to store Departmental Grants Management System (DGMS) records at the records center.

The proposed item will provide descriptions and disposition instructions for the DGMS background documents. These files are not used for or needed for financial matters related to HUD activities, therefore, General Accounting Office, (GAO) concurrence is not required.

See the attached Description of Records and Disposition instructions for the DGMS records for your approval.

Timothy W. Lewis 6/21/02
OFFICE OF CHIEF INFORMATION
OFFICER (CIO)

Charlotte Brantly 6/20/02
OFFICE OF THE INSPECTOR
GENERAL (OIG)

Synthia M. Kelly 6/21/02
OFFICE OF THE GENERAL
COUNSEL (OGC)

cc NWMW Agency

SF-115 Attachment: N1-207-02-7

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)

DEPARTMENTAL GRANTS MANAGEMENT SYSTEM (DGMS) RECORDS

DGMS Background:

The purpose of Departmental Grants Management System (DGMS) records was to be an electronic system that was supposed to allow paperwork associated with grant application processing to be submitted via the Internet. DGMS design was supposed to integrate grant management processes and allow HUD to determine whether funds are being expended in a timely manner by grantee, the uses for the funds and the dollars associated to the uses, beneficiaries served, and how the funding supports the mission objectives of the Department.

DGMS is an information technology system for the Department of Housing and Urban Development (HUD) whose development was oriented to meet the requirements of Public Law 106-107 (the Federal Financial Assistance Management Improvement Act of 1999). DGMS functions were being designed to allow the Department to have a single entry point for all grants, common data elements, common forms for application submission and reporting, and streamlining of application and reporting requirements across the Department.

DGMS also addressed the goals of the Government Paperwork Elimination Act, (PL 105-277) which directs Federal agencies to convert their paper based transactions into fully electronic transactions. DGMS' design addressed requirements for recording Electronic Signatures as stated in the Global and National Commerce Act (E-SIGN) that requires HUD business partners to retain information electronically.

The scope of DGMS development produced a Functional Requirement Document version 3.3 that contains all functional requirements, and a DGMS software/database prototype, for the first release of DGMS.

DGMS Documentation:

The DGMS records retention effort will require its system documentation to be stored with the WNRC for any potential future DGMS development endeavor. These records provide background regarding system requirements definition and a proposed system design.

DGMS Description and Disposition:

1. DGMS Developmental Files: 5 boxes of closed textual records dated 1998 to 2001. Consist of developmental documents for the DGMS system which includes Departmental Grants Management System (DGMS) Training information. Joint Application Review (JAR) Joint Application Design information. Departmental Grants Management Technology, Inc. (MTI) transition documents. Contains training guides and materials, logs, meeting minutes, agenda, electronic mail messages, memoranda, feasibility studies, reports and comments, approvals, project plans and other related materials.

Disposition: **Temporary.** Retire to Record Center immediately upon approval of this schedule. Destroy 7 years after retired.

2. **Electronic Copies.** Electronic version of records created by electronic mail and/or word processing applications for this closed series (CIO DGMS Developmental Files).

a) Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy. **Temporary.** Delete within 180 days after the recordkeeping copy has been produced. (NARA Job No. N1-207-02-7, item 2a.)

b) Copies used for the dissemination, revision, or updating. **Temporary.** Delete when dissemination, revision, or updating is complete. (NARA Job No. N1-207-02-7, item 2b.)

VOLUME ON HAND: 5 cubic feet; No further accumulation is anticipated.