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

Office of Chief Information Officer, (OCIO)

3 Minor Subdivision

Enterprise Architecture

4 Name of Person with whom to confer

Pauline Grant, Mgmt. Analyst

5 Telephone (include area code) (202) 402-7297

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

[XX] is not required   [ ] is attached   [ ] has been requested

Signature of Agency Representative

Title
Departmental Records Officer

Date (mm/dd/yyyy)
11/6/08

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	RECORDS DISPOSITION SCHEDULE 25 OFFICE OF CHIEF INFORMATION OFFICER ENTERPRISE ARCHITECTURE MANAGEMENT SYSTEM The Department of Housing & Urban Development (HUD) is adding Schedule 25, Office of Chief Information Officer, Enterprise Architecture Management System, to HUD handbook, 2225.6, HUD Records Disposition Schedules. The proposed new items will provide descriptions of records and disposition instructions for the new electronic system. These files are not used for financial matters related to HUD activities, therefore, GAO concurrence is not required. See the attached Description of Records and Disposition Instructions for the electronic records of the Enterprise Architecture Management System.	OFFICE OF CHIEF INFORMATION OFFICER, (OCIO) 10/29/0 OFFICE OF THE GENERAL COUNSEL, (OGC) 11-5-2008 OFFICE OF THE INSPECTOR GENERAL, (OIG) 10/29/08	

RECORDS DISPOSITION SCHEDULE 25

OFFICE OF CHIEF INFORMATION OFFICER (OCIO)

ENTERPRISE ARCHITECTURE MANAGEMENT SYSTEM (EAMS)

System Name: Enterprise Architecture Management System (EAMS)

System Code: P156

System Description: EAMS is a web-based tool used to track and analyze the layers (Stakeholder, Business, Data, Applications, and Technology) of the HUD Enterprise Architecture (EA) and the relationships between these layers. It serves as a repository for the information necessary to define the Department's baseline architecture and helps enable the definition and design of target architectures.

The HUD EA is a strategic information asset base defining the Department's business, the information necessary to deliver programs and operate the Department, technologies necessary to support these activities, and transitional processes for implementing new technologies in response to changing mission or objectives.

To facilitate the development of a target architecture, HUD EAMS accommodates data for multiple planning periods (i.e., baseline, transition phase(s), and target), and includes an administrative tool to create new planning periods. Planning periods can also be locked to ensure that architectures are built off of the same established baseline.

HUD EAMS allows users to create, edit, and delete architectural entities (e.g., business function, application, data class, etc.) from a centrally maintained database using a web interface. Users can also create, edit, and delete relationships between various entities in the database. The HUD EAMS user interface displays both the details and interrelationships of these entities and provides a means to navigate throughout the architecture.

HUD EAMS produces system generated analysis reports and a dynamically generated diagramming feature to aid in the analysis of EA information.

RECORDS DISPOSITION SCHEDULE 25

OFFICE OF CHIEF INFORMATION OFFICER (OCIO)

ENTERPRISE ARCHITECTURE MNAGEMENT SYSTEM
(EAMS)

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION
1	**SOURCE DATA.** EAMS source data are collected manually and imported into EAMS through the use of Excel spreadsheets and/or user input from the data entry screen.	**TEMPORARY.** Destroy previous planning periods, but keep the most recent planning period data, and target planning periods or individual line of business areas. *GRS 20 #2*
2	**MASTER DATA FILES** EAMS Database. Data includes FEA Reference Models, Government-wide elements, HUD elements, Stakeholders Layer, Strategy Layer, Performance Layer, Business Layer, Data Layer, Applications Layer, Service Components Layer, Technology Components Layer, and Security Components Layer.	**TEMPORARY.** Cut off annually. Delete or overwrite when superseded, obsolete, or no longer needed for administrative, legal, or fiscal reference.
3	**OUTPUTS .** (a) The system generates approximately 20 canned reports. These reports are static and reside in the system.	**TEMPORARY.** Destroy reports pertaining to previous planning periods, but keep the most recent planning period data, and target planning periods or individual line of business areas. *GRS 20 #5*

RECORDS DISPOSITION SCHEDULE 25

OFFICE OF CHIEF INFORMATION OFFICER (OCIO)

ENTERPRISE ARCHITECTURE MANAGEMENT SYSTEM
(EAMS)

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION

TECHNICAL DOCUMENTATION.

(a) EAMS Database Dictionary. Includes record layout, data format, data element name, descriptive name, and data definitions.

TEMPORARY. Destroy or delete when superseded or obsolete, or upon authorized deletion of the related master file or database.

(b) EAMS User Guides and Manuals. Includes but not limited to EAMS Security Plan, EAMS System Admin Guide, EAMS System Description, EAMS Technical Reference Guide, EAMS Technical Design Document, and EAMS Refresh Procedure Guide.

TEMPORARY. Destroy or delete when superseded or obsolete, or upon authorized deletion of the related master file or database.

GRS 20
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