

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0060-2011-0006**  
Schedule Status                      **Approved**

Agency or Establishment              **Department of Justice**  
Record Group / Scheduling Group      **General Records of the Department of Justice**  
Records Schedule applies to              **Major Subdivision**  
Major Subdivision                      **Justice Management Division**  
Minor Subdivision                      **Facilities and Administrative Services**  
Schedule Subject                      **Mail, Multimedia and Publication Services (MMPS) Billing System**  
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of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |
|-----------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <b>1</b>                          | <b>0</b>                              | <b>1</b>                              | <b>0</b>                              |

### GAO Approval

## Outline of Records Schedule Items for DAA-0060-2011-0006

| Sequence Number |  |
|-----------------|--|
| 1               | Mail, Multimedia and Publication Services (MMPS) Billing System      |
| 1 1             | Master File<br>Disposition Authority Number: DAA-0060-2011-0006-0001 |

## Records Schedule Items

| Sequence Number |  |
|-----------------|--|
| 1               | <p><b>Mail, Multimedia and Publication Services (MMPS) Billing System</b><br/>The JMD, Printing &amp; Publications Staffs's (PPS) Mail, Multimedia and Publication Services (MMPS) Billing System is used to process, track, and reconcile printing, graphics, and distribution orders via the Government Printing Office (GPO), printing performed within the in-house copy centers, graphics charges performed in-house and sent to commercial production facilities, and charges for work performed by the Mail Processing Unit at the Landover Operations Center. The database also assists in processing electronic bills reconciled by the FASS/PPS and transmitted to JMD/Finance Staff for posting on the Department's financial management system. The MMPS system bills the printing customers for work they've requested and adds the FASS/PPS management fee for producing and procuring the work, plus reconciling and processing the associated charges. All charges are assessed through the FMIS system. The system verifies the GPO IPAC data against orders placed by customers using direct deal contracts, which the PPS establishes for the clients' use. PPS establishes such contracts for the OBDs, Bureaus, and US Attorney offices across the nation. The database generates reports in various formats pertaining to production activities, printing, graphics and distribution bills, and financial reports used by FASS, JMD/Finance Staff and customers. The database is also used as a budget tool to support the Operating Plan and Status of Funds reports.</p> |
| 1 1             | <p><b>Master File</b></p> <p>Disposition Authority Number      DAA-0060-2011-0006-0001</p> <p>The JMD, Printing &amp; Publications Staffs's (PPS) Mail, Multimedia and Publication Services (MMPS) Billing System is used to process, track, and reconcile printing, graphics, and distribution orders via the Government Printing Office (GPO), printing performed within the in-house copy centers, graphics charges performed in-house and sent to commercial production facilities, and charges for work performed by the Mail Processing Unit at the Landover Operations Center. The database also assists in processing electronic bills reconciled by the FASS/PPS and transmitted to JMD/Finance Staff for posting on the Department's financial management system. The MMPS system bills the printing customers for work they've requested and adds the FASS/PPS management fee for producing and procuring the work, plus reconciling and processing the associated charges. All charges are assessed through the FMIS system. The system verifies the GPO IPAC data against orders placed by customers using direct deal contracts, which the PPS establishes for the clients' use. PPS establishes such contracts for the OBDs, Bureaus, and US Attorney offices across the nation. The database generates reports in various formats pertaining to production activities, printing, graphics and distribution bills, and financial reports used by FASS, JMD/Finance Staff and customers. The</p>   |

database is also used as a budget tool to support the Operating Plan and Status of Funds reports

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 Cut off at the end of the calendar year

Transfer to Inactive Storage Will not be transferred

Retention Period Destroy 10 year(s) after

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   |
|------------|------------------------|------------------|--------------------------------|--|
| 04/18/2011 | Certify                | Curt Francisco   | Records Manager                | JMD - OoRMP  |
| 11/10/2011 | Submit for Concurrency | Lauren Crisler   | Appraiser                      | National Archives and Records Administration - Records Management Services |
| 02/01/2012 | Return to Submitter    | Margaret Hawkins | Appraiser                      | National Records Management Program - Records Management Services          |
| 02/14/2012 | Submit for Concurrency | Lauren Crisler   | Appraiser                      | National Archives and Records Administration - Records Management Services |
| 02/16/2012 | Concur                 | Laurence Brewer  | for                            | National Archives and Records Administration - Records Management Services |
| 02/16/2012 | Concur                 | Laurence Brewer  | for                            | National Archives and Records Administration - Records Management Services |
| 02/22/2012 | Approve                | David Ferriero   | Archivist of the United States | Office of the Archivist - Office of the Archivist                          |