

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER N1-065-10- 18	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 2/17/10	
1. FROM (Agency or establishment) Department of Justice		<b>NOTIFICATION TO AGENCY</b>  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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Federal Bureau of Investigation			
3. MINOR SUBDIVISION Office of the Director			
4. NAME OF PERSON WITH WHOM TO CONFER Tammy J. Strickler	5. TELEPHONE NUMBER 540-868-4363	DATE 14 Feb 12	ARCHIVIST OF THE UNITED STATES 
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 <u>1</u> page(s) are not needed now for the business for 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,  <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 2/4/2010	SIGNATURE OF AGENCY REPRESENTATIVE 		TITLE Chief, Records Automation Section (for) Agency Records Officer
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<b>Enterprise Process Automation System (EPAS)</b>  The EPAS is a workflow system residing on the FBI intranet to automate administrative processes.		

Revised Draft  
11/7/2011

Enterprise Process Automation System

The Enterprise Process Automation System (EPAS) implements a workflow system on the FBINET to serve as a standard for future automated business processes. One example of the benefit of this system is the automation of the professional staff hiring process. Cost to the Bureau of a slow and complicated staffing process included wasted time, excess costs, and the loss of potential quality hires due to frustration, or simply other jobs. This process was automated by utilizing EPAS to reduce the time required to coordinate administrative processes.

Administrative coordination processes that are performed by EPAS include, but are not limited to, system access request processing; processing of personnel actions beginning with issuance and coordination of a Standard Form 52; employee transfers; training request and budgeting system; automated special agent promotion program applications; employee awards; issue tracking system; employee clearance processing system; submission of intra-government payments and collections; submission of positions for inclusion in the Priority Hiring process; and professional staff hiring.

1. Inputs: Users enter data to initiate a workflow process within EPAS.

Disposition: TEMPORARY. Source data can be destroyed once input is verified as accurate and complete, unless the source data is necessary for incorporation into an employee official personnel file. (GRS 20.2(b))

2. Outputs: Statistical Reports. Reports provided to management to document the coordination and workflow tracking success of administrative processes.

Disposition: TEMPORARY. Delete/destroy once the report has been issued showing the results of the analyses, or when no longer needed for analytical purposes, whichever is longer. (GRS 20.12(a))

3. Master File:

- a. When the EPAS system initiates workflow actions to serve as data input sources for other systems:

Disposition: TEMPORARY. Once the workflow has been initiated in the other system, the data can be deleted from EPAS once verified as successfully uploaded, or in 3 years, whichever is longer.

- b. When the EPAS system initiates workflow actions to serve as data input sources for actions that will be completed and maintained in EPAS:

Disposition: Maintain in accordance with records disposition guidelines for the administrative process that has been completed and will be maintained within EPAS. For

Superseded by:

DAA-GRS-2017-0003-0002

DATE (MM/DD/YYYY):

July 2017

GRS 5.2 item 020

**INACTIVE - ALL ITEMS SUPERSEDED**

example, for System Access Requests, EPAS must maintain the records in accordance with the guidelines found in 319U20. (Filing instructions)

c. Audit Logs: Audit log information is directly linked to the process.

Disposition: TEMPORARY. Audit log information can be deleted commensurate with the data of the process being audited following the disposition of the related data. (Filing instructions)

4. System Documentation:

Disposition: Destroy/delete when superseded. Destroy/delete final set of system documentation 1 year after termination of system.

*CRS 20.11a1*