

REQUEST FOR RECORDS DISPOSITION AUTHORITY JOB NUMBER *71-170-03-5*

To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIRA)
College Park, Md 20740

DATE RECEIVED
4-22-2003

1. FROM (Agency or establishment)
Department of Justice

2. MAJOR SUBDIVISION
Drug Enforcement Administration

3. MINOR SUBDIVISION
Office of Information Systems (SI)

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

4. NAME OF PERSON WITH WHOM TO CONFER
Deborah Roberts, Project Manager

5. TELEPHONE
202 307 5437

DATE
8-13-03

ARCHIVIST OF THE UNITED STATES
[Signature]

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 2 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
22 Feb 2003

SIGNATURE OF AGENCY REPRESENTATIVE
[Signature]
James L. Greene

TITLE
Chief, Records Management Unit

7. Item No.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARA USE ONLY)

File No. 1220.57

Request for Information Technology Services (RITS)

(see attachments)

Request for Information Technological Services (RITS)

Program: Office of Information Services (SI)

Applicability: Office of Information Systems

Identifying Information:

Description: RITS incorporated the prototype JETform DEA Form 195 for data entry, tracking and reporting purposes; tracks targeted and actual version control numbers for Firebird and Model 204 applications per 195 and project; identifies 195s as Adhocs, Administrative, System Change Packages (SCP) or Interim Change Packages (ICP), with associated priority levels for ICPs; identifies projects as Firebird or M204 applications; provides a Configuration Management (CM) interface to identify SCR numbers and Firebird Build numbers with 195s; provides the capability to bundle 195s into SCPs for Firebird Builds or Model 204 migration; provides an interface for the verification of M204 procedures migrated per 195; provides an email notification to alert project manager of an unsuccessful M204 migration; established role-based access to the system; provides an on-line query capability; generates the RITS version of the DEA Form 195, provides an earned value report of technical hours per 195 and project; provides for weekly labor hour tracking of project team by member and work category for each 195; grants contractor access role ability to update weekly project member hours; allows government project managers the ability to view, create and update only 195s for their specific projects; allows contractor access to only those 195s to which they are assigned; and provides an import functionality to mass-import contractor hours using an Excel spreadsheet template.

Specific Restrictions: None

Vital Record No

Specific Legal Requirements None

Disposition Information: The main functionality of RITS is tracking DEA Form 195 requests in SIS. With each DEA 195, the project team assigned, their weekly labor hours, and the project estimates (in hours) are recorded. RITS internally tracks targeted and actual version control numbers for each system. It allows the user to classify DEA 195 requests as Software Change Packages (SCPs), Interim Change Packages (ICPs) with priority level, Ad-hoc, or Administration.

RITS includes a bundling process for both Firebird and M204 applications. It provides a Configuration Manager (CM) interface, which allows the CM to update Software Configuration Control Board (SCCB) approval, as well as, assign a System Change Request (SCR) number and Build information for Firebird requests. A Migration Verifier interface has been added to RITS that will allow the email of an internal error report to the project manager if any procedures were not successfully migrated for M204 requests.

a. System Inputs. DEA Form 195 used for requesting informational technological services.

Temporary. Destroy/delete 5 years after the data has been transferred to the master file and verified.

b. System Data. Reports of Hours to develop, maintain or enhance software applications for DEA. RITS is used to track DEA 195 requests, weekly hours, and version control for various systems.

Temporary. Destroy/delete 5 years after project Reports of Hours have been completed.

c. System outputs. RITS produces four online reports: the standard DEA Form 195, Current System VCNs, Earned Value Hours by 195, and Earned Value Hours by VCN. The RITS contractor will provide project management, convert the RITS back-end from MS Access to Oracle, modify/create software to eliminate deficiencies and to provide enhanced features in RITS, and will perform an impact analysis to convert RITS front-end to a web-based front-end. Offline outputs are not available.

Temporary. Destroy when no longer needed or when superceded.

d. System documentation. RITS Users Guide located on the DEA Firebird network, record layouts, and data dictionary.

Temporary. Maintain for life of system and destroy when no longer needed for operational purposes, whichever is later.

e. Email and wordprocessing system copies.

Electronic copies of records that are created on electronic mail and word processing system and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination

1. 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 has been produced.

Temporary. Destroy/delete within 180 days after the recordkeeping copy has been produced.

2. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Temporary. Destroy/delete when dissemination, revision, or updating is completed.