

# WITHDRAWN-RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0174-2013-0008

## Request for Records Disposition Authority

Records Schedule Number DAA-0174-2013-0008  
Schedule Status Returned Without Action  
Agency or Establishment Department of Labor  
Record Group / Scheduling Group General Records of the Department of Labor  
Records Schedule applies to Major Subdivision  
Major Subdivision Office of the Assistant Secretary for Administration and Management (OASAM)  
Minor Subdivision Departmental Budget Center (DBC)  
Schedule Subject Departmental E-Business Suite (DEBS) Records Schedule  
Internal agency concurrences will be provided No

Background Information The Departmental E-Business Suite (DEBS) is an integrated budget environment (IBE), which supports Department of Labor's (DOL) Strategic Plan and all outcome goals and strategies by enabling DOL agencies to formulate budget requests to the President and Congress. It is an administrative servicing solution that delivers immediate value by using an enterprise-strength integrated business suite. Budgets are formulated, performance is tracked and execution is reported monthly at a reduced total cost of ownership. DEBS is designed to enable and empower the budget community to seamlessly produce budget submissions, and respond to stakeholder inquiries using all five budgeting lifecycles. Planning, programming, budgeting, performance and execution communities seamlessly produce budgets, respond to stakeholder inquiries and analyze resources in comparison to the plan. The solution is web based and automates the entire budget process through easy-to-use technologies. The tools and techniques associated with DEBS permits users to track, report, analyze and optimize resources via lifecycle domains within and across the DOL and external federal agencies which increases operational efficiency and organizational transparency. Also, it enables programs to be managed in five year increments while planning looks out six years into the future. DEBS eliminates redundancy and streamlines business processes related to inter and intra-lifecycle knowledge worker patterns that improves productivity while reducing allocable costs to back-office functions and saves tax dollars. DEBS showcases a sophisticated business intelligence platform that delivers all lifecycles to the web through

# WITHDRAWN-RETURNED WITHOUT ACTION

# WITHDRAWN-RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0174-2013-0008

interactive dashboard widgets for consumption by executive staff of the Department.

## Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	6

GAO Approval

# WITHDRAWN-RETURNED WITHOUT ACTION

## Outline of Records Schedule Items for DAA-0174-2013-0008

Sequence Number	
1	DEBS Overview and Current Status
1.1	DEBS Budget Submissions and Budget Guidance Disposition Authority Number: DAA-0174-2013-0008-0001
1.2	DEBS Views/Crosswalks, Exhibits, and Narratives/Issue Papers Disposition Authority Number: DAA-0174-2013-0008-0002
1.3	Automated Status of Funds (ASOF) Reports Data Disposition Authority Number: DAA-0174-2013-0008-0003
1.4	Appointments Management Module (AMM) Reports Data Disposition Authority Number: DAA-0174-2013-0008-0004
1.5	Performance Reports and Data Disposition Authority Number: DAA-0174-2013-0008-0005
1.6	DEBS Documentation Disposition Authority Number: DAA-0174-2013-0008-0006

# WITHDRAWN-RETURNED WITHOUT ACTION

## Records Schedule Items

Sequence Number	
1	<p><b>DEBS Overview and Current Status</b></p> <p>DEBS began at DOL in FY 2006 to support the formulation of five appropriation account budgets throughout the annual Federal budgeting lifecycle. Because of the program's success, DEBS has expanded to support a complete one-stop-shop for budgeting to include integrated performance reporting on a quarterly basis. By automating traditional back-office functions, DEBS improves efficiency by shifting the effort from manually developed budgets in Word and Excel shared across emails and network drives to a complete base of appropriation account information that produces budgets in a quick and consistent manner. Issues related to lost files or incorrect versions, errors or omissions in budget justifications or incomplete look and feel (or format) have been removed. This shifts the focus from manual development of budgets to a comprehensive and consistent application of program justifications and corresponding budgetary resources. Other improved efficiencies come in the form of reduced staff hours needed to duplicate and update multiple iterations of the same document, decreased costs for reproduction services and overall communication efficiencies between the agency budget and performance communities and Departmental offices through deeper collaboration. A FY 2013 addition to this single budgeting one-stop-shop is the Department's first-ever reporting and analytical dashboard, which promotes visibility and transparency. Today, all employees in the Department can interact with performance information to include measures, targets, and results provided by every agency simply by accessing the intranet web site. This transparency in information sharing delivers quality and timely information each quarter. DEBS integrates commercial and government off-the-shelf (C/GOTS) solutions to reduce the total cost of ownership and delivers an effective 125% return on investment. DEBS uses a centralized and secure database that maintains an Authorization to Operate for a three-year period. The user interface was designed by budget analysts for budget analysts. Nearly 500 users representing 60 appropriation accounts (over 300 budget activities) have used DEBS to manage budget and performance information. The innovative tools and techniques associated with DEBS allows users to track, spread, report and analyze financial, programming, budget, and performance data across agencies with efficiency for greater transparency. DEBS enables and empowers the budgeting and performance communities to seamlessly produce annual budget submissions, quarterly operating reports, financial status of funds, and annual performance reports. In FY13, DEBS was successfully used by all DOL agencies to produce the FY14 CBJ, FY15 Departmental, and FY15 OMB budget submissions, all Quarterly Operating Performance Reports, and the Annual Performance Report.</p>
1.1	<p><b>DEBS Budget Submissions and Budget Guidance</b></p> <p>Disposition Authority Number      DAA-0174-2013-0008-0001</p>

# WITHDRAWN-RETURNED WITHOUT ACTION

DEBS produces three budget submissions each Fiscal Year for the Department of Labor: the Departmental submission, the OMB submission, and the Congressional Budget Justification. The Departmental Budget Center also produces Budget Guidance for each submission that is made available through DEBS. This item includes both the submissions and the guidance.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? No

Explanation of limitation All budget submissions are produced and submitted electronically. The Guidance is also maintained electronically.

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

Manual Citation	Manual Title
Budget Reports Files.	GENERAL RECORDS SCHEDULE 5, Budget Preparation, Presentation, and Apportionment Records

Disposition Instruction

Cutoff Instruction Each submission and the guidance may be removed from DEBS active database 5 years after the end of the budget submission fiscal year, but longer retention is authorized.

Retention Period Destroy no sooner than 5 year(s) after end of the fiscal year for the specific budget submission, but longer retention is authorized

Additional Information

GAO Approval Not Required

1.2

DEBS Views/Crosswalks, Exhibits, and Narratives/Issue Papers

Disposition Authority Number DAA-0174-2013-0008-0002

DEBS Views/Crosswalks, Exhibits, and Narratives/Issue Papers constitute all of the input files that are updated by the user for each budget submission and are then used by DEBS to generate each budget submission. They are the users working files.

# WITHDRAWN-RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0174-2013-0008

Final Disposition Temporary  
Item Status Withdrawn  
Is this item media neutral? No  
Explanation of limitation All files are electronic.  
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

Manual Citation	Manual Title
Budget Background Records	GENERAL RECORDS SCHEDULE 5, Budget Preparation, Presentation, and Apportionment Records

## Disposition Instruction

Cutoff Instruction All budget background files may be removed from DEBS database 5 years after the close of the fiscal year for which they were applicable, but longer retention is authorized if necessary.

Retention Period Destroy no sooner than 5 year(s) after close of the fiscal year covered by the budget, but longer retention is authorized

## Additional Information

GAO Approval Not Required

## Automated Status of Funds (ASOF) Reports Data

Disposition Authority Number DAA-0174-2013-0008-0003

ASOF Reports include the Basic Reports (Management Report, Budget Object Class Report, and the Long Form Report), Advanced Reports, Canned Query Reports, and Charts. The three basic reports are saved by FY and Agency as historical reports. DEBS generates all reports at run time from the data. This item represents the storage requirements for the ASOF data required for the report generation.

Final Disposition Temporary  
Item Status Withdrawn  
Is this item media neutral? No

1.3

# WITHDRAWN-RETURNED WITHOUT ACTION

# WITHDRAWN-RETURNED WITHOUT ACTION

Explanation of limitation All data and reports are in electronic format.

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

Manual Citation	Manual Title
Appropriation Allotment Files	GENERAL RECORDS SCHEDULE 7, Expenditure Accounting Records

### Disposition Instruction

Cutoff Instruction May be removed from DEBS database 6 years and 3 months after the close of the fiscal year involved, but may be held longer if required.

Retention Period Destroy 6 year(s) and 3 month(s) after close of the fiscal year involved, but longer retention is authorized.

### Additional Information

GAO Approval Not Required

Appointments Management Module (AMM) Reports Data

Disposition Authority Number DAA-0174-2013-0008-0004

Appointments Management Module (AMM) Reports include Apportionment Status Reports, Allotment Status Reports, and Performance Tracking Reports. All reports are generated by DEBS at run time from the AMM data. This item represents the storage requirements for the data required to generate the AMM reports.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? No

Explanation of limitation All data and reports are electronic format.

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

1.4

# WITHDRAWN-RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0174-2013-0008

Manual Citation	Manual Title
Appropriation Allotment Files	GENERAL RECORDS SCHEDULE 7, Expenditure Accounting Records

## Disposition Instruction

Cutoff Instruction                      May be removed from DEBS database 6 years and 3 months after the close of the fiscal year involved, but may be held longer if required.

Retention Period                        Destroy 6 year(s) and 3 month(s) after close of the fiscal year involved, but longer retention is authorized.

## Additional Information

GAO Approval                              Not Required

## Performance Reports and Data

Disposition Authority Number        DAA-0174-2013-0008-0005

Performance Reports include the Annual Performance Report (APR), Quarterly Operating Plan Review (QOPR), and the Workload Summary. This item includes both the reports and the performance data used to generate the reports.

Final Disposition                        Temporary

Item Status                                Withdrawn

Is this item media neutral?            No

Explanation of limitation              All Performance Reports and data are in electronic format.

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                        Since Performance is tracked to budget and expenditure data, follow the same schedule for disposition as the ASOF Reports Item #3 in this schedule. May be removed from DEBS database 6 years and 3 months after the close of the fiscal year involved, but may be held longer if required.

1.5



# WITHDRAWN-RETURNED WITHOUT ACTION

1.6

Retention Period Destroy 6 year(s) and 3 month(s) after the close of the fiscal year involved, but longer retention is authorized.

Additional Information

GAO Approval Not Required

DEBS Documentation

Disposition Authority Number DAA-0174-2013-0008-0006

DEBS Documentation includes the latest, most current versions of all DEBS User Manuals, Administrator Manuals, Operations Manuals, Project Management Plans and documents, design, requirements, and other system specification documents, access control lists, and all security and related Certification & Accreditation documentation.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? No

Explanation of limitation All DEBS documentation exists in electronic format.

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
Documentation (Paragraph 11.a.(1))	General Records Schedule 20, Electronic Records

Disposition Instruction

Cutoff Instruction Destroy or delete upon authorized deletion of the related electronic records or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is later.

Retention Period Destroy or delete upon authorized deletion of the related electronic records or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is later.

Additional Information

GAO Approval Not Required

# WITHDRAWN-RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0174-2013-0008

## 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
12/16/2015	Certify	Rachel Vera	U.S. Dept of Labor, Records Management Officer	Office of the Assistant Secretary for Administration and Management - Business Operations Center
07/02/2018	Return Without Action	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services