Request for Records Disposition Authority

Records Schedule Number	DAA-0059-2012-0008
Schedule Status	Approved
Agency or Establishment	Department of State
Record Group / Scheduling Group	General Records of the Department of State
Records Schedule applies to	Major Subdivsion
Major Subdivision	Bureau of Information Resource Management
Minor Subdivision	System Integration Office
Schedule Subject	Records Enterprise Data Warehouse System (EDW) of IRM System Integration Office
Internal agency concurrences will be provided	No

Background Information

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0059-2012-0008

Sequence Number	
1	Enterprise Data Warehouse (EDW)
	Disposition Authority Number DAA-0059-2012-0008-0001

Records Schedule Items

Sequence Number	
1	**Enterprise Data Warehouse (EDW)**

Disposition Authority Number   DAA-0059-2012-0008-0001

Master File The EDW information system developed in 2007 is one of several tools used by the Data Management (DM) program to accomplish DM's goal to maximize the accessibility, reusability, reliability, and overall quality of the Department of State's enterprise EDW collects data from various electronic information systems (the International Cooperative Administrative Support Services system (ICASS), Global Financial Management System (GFMS), Human Resources Knowledge Center (KC), Post Administrative Software Suite (PASS), and Integrated Logistics Management System (ILMS)) worldwide EDW provides Executive dashboards, for senior management, Collaborative Management Initiative (CMI) dashboards for overseas and COMPARE dashboards used to measure the performance of Posts based on uniform standards, and ICASS services EDW dashboards and reporting are utilized by the Office of Management Policy, Rightsizing and Innovation (M/PRI) and personnel overseas to answer questions about Department of State operations Reports produced by EDW are also used to track the efficiency of ICASS services

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?	No

Disposition Instruction

Cutoff Instruction	Cut off at end of calendar year
Retention Period	Delete 10 years after cut off or when no longer needed, whichever is later

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
06/21/2012	Certify	Tasha Thian	Agency Records Officer	A/GIS - A/GIS/IPS/RA
11/19/2012	Submit for Concurrence	Meredith Scheiber	Appraiser	National Archives and Records Administration - Records Management Services
11/20/2012	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
11/26/2012	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
11/29/2012	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist