

### 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 Subdivision  
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	<p data-bbox="351 389 859 425"><b>Enterprise Data Warehouse (EDW)</b></p> <p data-bbox="351 442 1169 478">Disposition Authority Number      DAA-0059-2012-0008-0001</p> <p data-bbox="351 495 1533 1070"><b>Master File</b> 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</p> <p data-bbox="351 1087 933 1123">Final Disposition                      Temporary</p> <p data-bbox="351 1140 867 1176">Item Status                              Active</p> <p data-bbox="351 1193 834 1229">Is this item media neutral?        Yes</p> <p data-bbox="351 1247 834 1378">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      Yes</p> <p data-bbox="351 1395 817 1495">Do any of the records covered by this item exist as structured electronic data?                      No</p> <p data-bbox="351 1523 674 1559"><b>Disposition Instruction</b></p> <p data-bbox="351 1576 1214 1613">Cutoff Instruction                      Cut off at end of calendar year</p> <p data-bbox="351 1630 1445 1708">Retention Period                      Delete 10 years after cut off or when no longer needed, whichever is later</p> <p data-bbox="351 1736 674 1772"><b>Additional Information</b></p> <p data-bbox="351 1789 966 1825">GAO Approval                          Not Required</p>

## 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