

## Request for Records Disposition Authority

|   |   |
|---|---|
| Records Schedule Number                       | DAA-0059-2014-0002  |
| 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                             | Enterprise Programming & Integration Division   |
| Schedule Subject                              | Records Maintained by Enterprise Programming & Integration Division (IRM/OPS/SIO/EPI) |
| 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of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |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-0059-2014-0002

Sequence Number

1

eServices 2.0 Master File

Disposition Authority Number: DAA-0059-2014-0002-0001

## Records Schedule Items

| Sequence Number |   |
|-----------------|---|
| 1.              | <p><b>eServices 2.0 Master File</b></p> <p>Disposition Authority Number      <b>DAA-0059-2014-0002-0001</b></p> <p>eServices 2.0 is the “one –stop shop” web application for overseas users to request, provision and track ICASS goods and services that replaces the legacy WebPASS and eServices applications in use by Post today. Users under Chief of Mission Authority are able to request services to include, but not limited to, computer helpdesk requests to install software, fix printers, or reset passwords; motor pool trip requests to have a car and driver for transportation to and from an airport; facility work orders to repair items in their home or office; property pickup or delivery requests to deliver and/or remove items from their home or office. eServices 2.0 also allows end-users to monitor status on the completion of their requests as well as measure time metrics on how long it took to complete a request.</p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                              <b>Active</b></p> <p>Is this item media neutral?          <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>No</b></p> <p>GRS or Superseded Authority Citation      <b>GRS 24 item, 2; GRS 24, item 6a; GRS 24, items 8b and 8c; GRS 24, items 10a and 10b; GRS 15 item, 2a and 2b; GRS 4 item 1; and GRS, 10 item 2a</b></p> <p>Disposition Instruction</p> <p>Retention Period                      <b>Destroy three years after requests have been completed or when no longer needed, whichever is later.</b></p> <p>Additional Information</p> <p>GAO Approval                          <b>Not Required</b></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   |
|------------|--------------------------|------------------|---|--|
| 10/04/2013 | Certify                  | Tasha Thian      | Agency Records Officer                        | A/GIS - A/GIS/IPS/RA   |
| 05/09/2014 | Return for Revision      | Darryl Byrd      | Appraisal Archivist                           | National Archives and Records Administration - Records Management Services         |
| 05/22/2014 | Submit For Certification | Shelia Prince    | Program Analyst                               | A/GIS - A/GIS/IPS/RA   |
| 05/23/2014 | Certify                  | Tasha Thian      | Agency Records Officer                        | A/GIS - A/GIS/IPS/RA   |
| 05/27/2014 | Submit for Concurrence   | Lisa Clavelli    | Supervisor, ACNR Appraisal Team 2             | National Archives and Records Administration - Records Management Services         |
| 05/27/2014 | Concur                   | Margaret Hawkins | Director of Records Management Services       | National Records Management Program - Records Management Services                  |
| 05/27/2014 | Concur                   | Laurence Brewer  | Director, National Records Management Program | National Archives and Records Administration - National Records Management Program |
| 05/28/2014 | Approve                  | David Ferriero   | Archivist of the United States                | Office of the Archivist - Office of the Archivist                                  |