

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 data-bbox="362 417 711 449">eServices 2.0 Master File</p> <p data-bbox="362 470 1138 502">Disposition Authority Number DAA-0059-2014-0002-0001</p> <p data-bbox="362 523 1468 927">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 data-bbox="362 949 911 981">Final Disposition Temporary</p> <p data-bbox="362 1002 850 1034">Item Status Active</p> <p data-bbox="362 1055 818 1087">Is this item media neutral? Yes</p> <p data-bbox="362 1108 805 1225">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p data-bbox="362 1247 1481 1353">GRS or Superseded Authority Citation GRS 24 item, 2; GRS 24, item 6a; GRS 24, items 8b and 8c; GRS 24, items 10a and 10b; GRS 15 item, 2a and 2b; GRS 4 item 1; and GRS, 10 item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</p> <p data-bbox="362 1395 667 1427">Disposition Instruction</p> <p data-bbox="362 1449 1463 1555">Retention Period Destroy three years after requests have been completed or when no longer needed, whichever is later.</p> <p data-bbox="362 1598 667 1630">Additional Information</p> <p data-bbox="362 1651 948 1683">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
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