

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-059-01-008

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 2/9/2021

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All items except the ones listed below are active

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 18/A is superseded by DAA-GRS-2017-0003-0002

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	N1-59-01-8
1. FROM (Agency or establishment) Department of State		DATE RECEIVED	7/3/01
2. MAJOR SUBDIVISION International Cooperative Admin. Support Ser. (ICASS)		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Alice Ritchie, Acting Branch Chief	5. TELEPHONE (202) 261-8511	DATE 9-18-01	ARCHIVIST OF THE UNITED STATES <i>J. W. Paul</i>

6. 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 on the attached 8 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE 06/25/2001	SIGNATURE OF AGENCY REPRESENTATIVE <i>Margaret G. Peppe</i> Margaret G. Peppe	TITLE Division Chief, A/RPS/IPS/PP
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See attached continuation sheets.		

International Cooperative Administrative Support Services (ICASS)
ICASS Service Center

Records Disposition Schedule

Revised June 20, 2001

12. Allotment Files

a. File contains duplicate copies of spreadsheets dealing with the allowances posts will get above the agreed targets. Includes information on such things as proceeds of sale, contingency funds, NSDD-38 invoices, recovery and carryovers, and security supplemental requests. File also contains material associated with former system, including spreadsheets with backup material.

Temporary. Close file at end of fiscal year. Hold in current file area and retire to Records Service Center when three years old. Destroy four years after the close of the fiscal year involved. (New item)

~~b. Electronic copies created on electronic mail and word processing systems.~~

*Obsolete: These items reflect a print and file process.
Reported on 2/18/19 by Mark Sgambettera*

~~Temporary. Delete after recordkeeping copy has been produced. (New item)~~

13. Vehicle Waiver Request File

File contains copies of incoming cables containing justification for requesting waiver to purchase foreign manufactured vehicles, e-mail requests sent to Motor Vehicles for review, and final cable seeking Motor Vehicles concurrence, and final outgoing cable to post with waiver request decision.

Temporary. Destroy three years after processing of waiver request. (New item)

14. ICASS Awards File

File contains copies of cables sent to post requesting nominations of post and individuals, replies from posts containing nominations and materials documenting the deliberations of the IWG, and the outgoing cables announcing the awards. Awards are given for Post Best Practices, Customer Satisfaction, and Outstanding Leadership. The awards recognize the outstanding contributions made by U.S. foreign missions to the success of the ICASS program, the sustained excellence on the part of service provider staff in pursuit of improved quality of services and customer satisfaction, and the post employee who displays through accomplishments and attitude, the spirit and intent of ICASS.

Temporary. Cutoff at end of calendar year. Destroy five years after approval of award. (New item)

15. Training/Briefing Material File

File consists of copies of documents and data files used by the Customer Service and Training Team to develop training and briefing materials on the ICASS program, its functions, and the systems operating software. Some training and briefing materials are used by the Team to instruct post personnel who use the ICASS system (FSN's, direct hires and staffers) and some materials are produced in coordination with the Foreign Service Institute (FSI) for use in courses presented by the FSI.

a. Paper copies of published training and briefing materials.

Temporary. Destroy when revised or no longer needed for reference. (New item)

b. Data files used to create training and briefing materials.

Temporary. Delete once paper copy has been produced or when no longer needed for reference. (New item)

16. ICASS Handbook

a. ICASS Handbook Master Set.

File contains the record copy of all published editions of the handbook. Consists of official codification of ICASS policy and procedures. Handbook is used for reference by ICASS users and as a source of information for the Foreign Affairs Manual (FAM). Arranged by date of publication. 1997 to present.

Temporary. Cutoff at end of year of publication. Hold in current file area and retire to Records Service Center three years after year of publication. Transfer to WNRC when 10 years old. Destroy when 15 years old. (New item)

b. ICASS Handbook Working File.

File consists of working materials used to develop handbook on ICASS policies, operations, and procedures.

Temporary. Destroy when no longer needed for reference. (New item)

~~c. Electronic copies created on electronic mail and word processing systems.~~

~~Temporary. Delete once recordkeeping copy has been produced. (New item)~~

Obsolete: These items reflect a
print and file process
Reported on 2/8/19 by
Mark Sgambettero

17. Post Software Development File

File contains materials related to the development, use, and maintenance of post updates to ICASS system software. Biannual software releases are provided to post on CD-ROM or by e-mail of executable file(s) (multiple diskette size).

a. Recordkeeping copy. Three copies of each ICASS Post and FSC Software release (version) and any applicable service packs or patches to the release. Requirements document from software contractor for each release.

Temporary. Destroy/delete when six years old or when it is determined those records are no longer needed for administrative, legal, audit, or other operational purposes. (New item)

b. Application Development and Implementation. File contains user requirements, system specifications, contractor status reports, and records documenting acceptance of software updates and modifications, and other related correspondence.

Temporary. Close file when superseded by software update(s). Destroy/delete three years after close of file. (New item)

~~c. Installation and Testing Records. Files consist of electronic files or records created solely to test system performance, as well as hard-copy printouts and related documentation for the electronic files/records. (New item)~~

Obsolete: These items reflect a print and file process.
Reported on 2/18/19 by Mark Sgambettera

~~Temporary. Close when final decision on acceptance of biannual software update is made. Destroy/delete when three years after close of file. (New item)~~

d. Software Copies (CD-ROM) of Biannual Software Updates. Files consist of extra copies of CD-ROM copies of the biannual post software updates.

Temporary. Destroy/delete three years after superseded by subsequent biannual update or when application terminated. (New item)

e. Documentation. File consists of all documentation (codebooks, record layouts, user guides, etc) needed to use, read, and understand system data.

Temporary. Close file when superseded. Destroy/delete three years after close of file. (New item)

~~f. Electronic copies created on electronic mail and word processing systems.~~

Obsolete: See above note
2/18/19

~~Temporary. Delete once recordkeeping copy has been produced. (New item)~~

18. Global Database (GDB)

The Global Database (GDB) is a Microsoft Access based system that provides the capability to bill participating agencies for ICASS services overseas. The ICASS Service Center (ISC) updates the GDB semiannually in conjunction with the receipt of post budgets. The ISC notifies service provider organizations of any budget trends and anomalies reflected in the GDB that might require investigation. The database can be directly accessed by approved Washington based State Department Officers and is made available daily to domestic users. The ISC gives priority to requests for GDB reports involving the preparation of invoices to operational users and those involved in determining funding levels. Database covers the period 1997 to present.

a. Inputs. Electronic and paper inputs consisting of post budget and invoice information.

Temporary. Delete or destroy input three years after loading into database is verified or when no longer needed to support the creation of the database. (New item)

b. Master File. Consist of Post ICASS semi-annual budget submissions. It is updated periodically and contains a complete and accurate set of system data.

Temporary. Delete data in blocks by fiscal year when fiscal year data is six years old. (New item)

c. Outputs. A series of canned reports based on criteria specified by users and ICASS Center staff is generated from the GDB.

Temporary. Destroy when no longer needed for reference. (New item)

d. System Documentation. Consist of such things as codebooks, record layouts, software users manual, and other system related documents. Note: Documentation is developed by ICASS Software Development Team contractor and is maintained by IRM/OPS.

Temporary. Destroy or delete when superseded or obsolete, or upon authorized deletion of the related master file or database, or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is latest. (New item)