

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	5 TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Alice Ritchie, Acting Branch Chief	(202) 261-8511	9-18-01	<i>John 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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
06/25/2001	<i>Margaret G. Peppe</i> Margaret G. Peppe	Division Chief, A/RPS/IPS/PP

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 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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

International Cooperative Administrative Support Services (ICASS)
ICASS Service Center

Records Disposition Schedule

Background

The International Cooperative Administrative Support Services (ICASS) system was established in 1996 and became fully operational in 1998. The ICASS system is the principal means by which the U S Government provides and shares the cost of common administrative support at its more than 200 diplomatic and consular posts overseas. ICASS seeks to provide quality services at the lowest cost, while attempting to ensure that each agency bears the cost of its presence overseas.

The ICASS Service Center (ISC) was established to provide safeguards to assure transparency, multi-agency participation, and intact allotment of funds to post Councils and integrity of fund control. The ICASS Working Group (IWG) in Washington created the concept of the ISC to provide a permanent interagency staff to act as the focal point for all matters pertaining to ICASS. The ISC has no policy-making responsibilities, which remain with the ICASS Executive Board (IEB) and IWG.

The ISC provides macro-level budget/financial analyses. It prepares and maintains guidance on ICASS implementation, initiates and coordinates training, maintains project schedules and manages preparation and maintenance of Cost Distribution System software. The ISC hosts and facilitates periodic meetings of the IWG and coordinates with Assistant Secretary for Administration on periodic meetings of ICASS Executive Board. It establishes performance measures, responds to congressional inquiries through appropriate channels and provides financial services and customer assistance for post ICASS operations. The ISC also communicates to ICASS members and to the field authoritative policy on ICASS matters established by IWG and IEB.

International Cooperative Administrative Support Services (ICASS)

1. Subject Files

a Files of Director and Deputy Director Consist of correspondence, reports, studies and other documents concerning guidelines, policies and procedures related to ICASS activities

Temporary Close at end of calendar year Hold in current file area and retire to Records Service Center when two years old Destroy when 10 years old (New item)

b Files of individual team members Consist of copies of general correspondence related to the activities of the Team Filed by subject and maintained by individual team members

Temporary Destroy when no longer needed for current business (New item)

c Electronic copies created on electronic mail and word processing systems

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

2. Tasker File

File contains copies of documentation that initiates a request for action and the responses from the components (including attachments) designated the responsibility for completing the action Arranged by subject

a Tasker Requests from the Office of the Chief Financial Officer

Temporary Cutoff at end of calendar year Destroy five years after the year in which the requested action is completed (New item)

b Tasker Requests from the Office of the Inspector General

Temporary Cutoff at end of calendar year Destroy five years after the year in which the requested action is completed (New item)

c Electronic copies created on electronic mail and word processing systems

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

3. Budget Files

a File contains duplicate copies of statements of work, contracts, and signed copies of invoices from contractors who provide services to ICASS Used to track ICASS Service Center budget matters FMP/EX is the Office of Record

Temporary Destroy upon termination of contracts or when no longer needed for reference, whichever is ~~sooner~~ (New item)

b Electronic copies created on electronic mail and word processing systems

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

*change made per telecon of
July 6, 2001 between Bob Kozak
and Danah Langbert.*

4. ICASS Executive Board (IEB) File

a File contains records of the Washington-based ICASS Executive Board (IEB), which is composed of thirteen senior representatives of cabinet level agencies and chaired by the Assistant Secretary of State for Administration. The Board meets twice a year and is the highest level policy making board in the ICASS system. The IEB is the final court of appeal for ICASS disputes. File consists of documents related to substantive policy and procedural decisions and includes minutes of board meetings. The ICASS Customer Services Team is the Secretariat for the IEB. 1997 to present

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

b Electronic copies created on electronic mail and word processing systems

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

5. ICASS Working Group (IWG) File

a File contains documents on establishing and operating the ICASS Working Group (IWG), an interagency group that reports to the ICASS Executive Board (IEB). The IWG meets biweekly to consider, advise and make recommendations on ICASS policies and practices. Files consist of meeting announcements, agendas, minutes, and reports based on decisions of the IWG. The ICASS Customer Service Team is designated as the Secretariat for the IWG. 1997 to present

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

b IWG Membership List. File contains list of working group members who are designated by agencies that receive their own invoices to attend biweekly meetings of the IWG. File also contains member security clearance information

Temporary Destroy when three years old or when replaced by updated membership list, whichever is sooner. (New item)

c Electronic copies created on electronic mail and word processing systems

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

6. ICASS Weekly Activity Report File

a Weekly reports submitted to the Chief Financial Officer and containing activity updates of ICASS Service Center components. Arranged in chronological order per calendar year

Temporary Close at end of calendar year. Hold in current file area for one year, then destroy. (New item)

b Post Weekly Activity Reports. File contains e-mail and cable copies of activity reports submitted to ICASS by the posts

Temporary Close at end of calendar year. Hold in current file area and destroy when three years old. (New item)

c Electronic copies created on electronic mail and word processing systems

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

7. Briefing Files

a File includes rough notes, drafts, and presentation slides used by the Director, ICASS Service Center for presentations to other organizations on shared service

Temporary Cutoff and review upon departure of incumbent Destroy material no longer needed (New item)

b Electronic copies created on electronic mail and word processing systems

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

8. Initial Target Cables

File contains copies of cables sent to each post with target funding for anticipated services for current fiscal year

Temporary Close at end of fiscal year Hold in current file area and retire to Records Service Center when four years old Destroy after audit or five years after the close of the fiscal year involved, whichever is sooner (New item)

9. Final Target Cables

File contains copies of final target cables sent to post with final fiscal year funding figures for services

Temporary Close at end of fiscal year Hold in current file area and retire to Records Service Center when four years old Destroy after audit or five years after the close of the fiscal year involved, whichever is sooner (New item)

10. Initial Invoices from Post

File contains signed copies of ICASS system invoices generated by Post Invoices identify services received, agency name and code, and description of eighty percent of total charges Also includes back-up data, which details services by cost center number Filed by agency name and post code

Temporary Close file at end of fiscal year Hold in current file area and retire to Records Service Center when four years old Destroy after audit or when five years old, whichever is sooner (New item)

11. Mid-year (Final) Invoices from Post

File contains signed copies of ICASS system invoices generated by Post Invoices identify services received, agency name and code, and description of total charges for the year Includes back-up data, which details services by cost center number Filed by agency name and post code

Temporary Close file at end of fiscal year Hold in current file area and retire to Records Service Center when four years old Destroy after audit or when five years old, whichever is sooner (New item)

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

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)

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)

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

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)