

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NI-048-09-10</i>	
TO NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date Received <i>6/19/09</i>	
FROM (Agency or establishment) Department of the Interior		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Office of Planning & Performance Management (PPP)		In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved or "withdrawn" in column 10	
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Dawn Boswell	4 TELEPHONE NUMBER 202-208-3652	DATE <i>6/19/09</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
5 AGENCY INFORMATION 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 <u>4</u> page(s) are not needed now 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  <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE 6/18/09	SIGNATURE OF AGENCY REPRESENTATIVE <i>Dawn Boswell</i>		TITLE Office of the Secretary Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
I	6204 Strategic Planning Files 6205 Performance Accountability Report (PAR) Files 6206 Performance Budget Files 6207 President's Management Agenda Files 6208 Program Assessment Rating Tool (PART) Files 6209 Performance Initiatives Files 6210 Performance Management Governance Files 6210 I Governance Charter Documents 6210 2 All Other Governance Records  [See Attached List of Records Descriptions and Requested Disposition Authority ]		

## Office of Planning & Performance Management (PPP) Draft Schedule

**6200 The Office of Planning and Performance Management (PPP) provides leadership, guidance, and consulting services for the Department of the Interior on strategic planning, performance management, and organizational streamlining to improve programs, operate more efficiently, and provide better service to the Department's customers. It serves as a bridge between budgeting and financial management by using performance information to support budget requests, and performance results for financial accountability. It also assists Interior offices and bureaus in conducting self-assessments using an adaptation of OMB's Executive Branch Scorecards. The Office develops Departmental directives policy and manages the Department's directives management program.**

**6204 Strategic Planning Files:** Strategic Planning Files contain annual records for the creation, review, approval, and update of the Department's Five-Year Strategic Plan. Records include environmental scan study reports and papers describing emerging issues affecting strategic initiatives; executive leadership correspondence reflecting the mission priorities of the Department; graphs, charts, and preliminary reports; Public, Departmental, and Bureau comments on the mission areas, outcomes, and performance measures contained within draft plans, and internal correspondence and text materials which document the entire strategic planning and review process. These records help determine the Mission Areas, End Outcomes, Intermediate Outcomes, and Performance Measures for the Department's Strategic Plan, as well as chronicle the review and approval process through the public and Department's executive leadership.

Disposition: Permanent. Cut-off at the end of fiscal year. Transfer to NARA 10 years after cut-off.

**6205 Performance Accountability Report (PAR) Files:** Performance Accountability Report (PAR) Files contains annual records for the creation, review, and approval of the Performance Accountability Report, Citizens' Report, and Agency Budget, Performance and Financial Snapshot Report. Records include guidance from OMB to DOI and guidance from PPP to the Bureaus for submission of performance information; graphs, charts, and tables included in the performance reports; funding information for Representative Performance Measures (a subset of 25 performance measures from the 204 defined strategic performance measures), draft reports; Departmental review comments; NBC Inter-Agency Agreement and supporting documentation for graphics support; final reports; and comments on the reports from the Mercatus Center at George Mason University (an education, research, and outreach organization that reviews and ranks all Agency Performance Accountability Reports on an annual basis) and the Association of Government Accountants (AGA) (AGA reviews and ranks all Agency

Performance Accountability Reports) and presents a Certificate of Excellence in Accountability Reporting (CEAR) to those Agencies that meet a standard set of criteria. These records are produced by Bureau and Departmental performance managers and document the annual performance of bureaus and the Department against established performance targets and indicate why performance exceeded or failed to meet those established targets. The records also document the performance trends and the relationship between funding and performance achievement.

Disposition: Permanent. Cut-off at the end of the fiscal year. Maintain on site for five years. Archive to Washington National Records Center for five years. Transfer to NARA 10 years after cut-off.

**6206 Performance Budget Files:** Performance Budget Files contains annual records of Bureau and Departmental budgets and associated performance information. Records include OMB, Office of Budget (POB), and PPP guidance, graphs, charts, and technical files linking budget to performance; draft and final Bureau Green Books; draft and final Departmental Budgets; and Congressional, OMB, and POB correspondence concerning approved budgets. These records document the relationship between performance and budget, inform the budget planning process, and demonstrate the level of performance achieved for a given amount of budgeted money to stakeholders in a transparent and accountable manner.

Disposition: Permanent. Cut-off at the end of the fiscal year. Maintain on-site for five years. Transfer to Washington National Records Center for five years. Transfer to NARA 10 years after cut-off.

**6207 President's Management Agenda Files:** President's Management Agenda (PMA) Files contain annual records on one of the management initiatives specified by OMB in 2001 at the beginning of the PMA program: Performance Improvement. Records include OMB, Department, and Bureau correspondence; graphs, charts, tables, and analysis of progress on performance improvement; and Department and Government-wide scorecards for the management initiative. These records document the progress that Bureaus and the Department have made in this management initiative and detail the planned work to be accomplished to further improve in this area.

Disposition: Permanent. Cut-off at the end of the fiscal year. Maintained on-site for five years. Transfer to Washington National Records Center for five years. Transfer to NARA 10 years after cut-off.

**6208 Program Assessment Rating Tool (PART) Files:** The Program Assessment rating Tool (PART) Files contains annual records of programs that have been rated using the OMB PART process. Records include OMB and Department guidance on selecting and evaluating programs; documentation supporting the ratings for each program evaluation; OMB, Department, and Bureau comments on program ratings; OMB guidance on updating information in the PARTWeb system; performance measures used to evaluate each program; and improvement plans detailing steps to improve

performance These records define and document the performance of 70 programs across the Department and track how Bureau program managers are improving their performance over time.

Disposition: Permanent. Cut-off at the end of the fiscal year. Maintained on-site for five years. Transfer to Washington National Records Center for five years. Transfer to NARA 10 years after cut-off.

**6209 Performance Initiatives Files:** Performance Initiatives Files contains annual records and correspondence concerning various commercial, government-wide, and Department-wide performance initiatives in which PPP is engaged. Such performance initiatives includes, but are not limited to OMB's PAR Pilot Program, AGA PAR Reviewer for Department of Labor, Performance Management Certification Program, Performance Management, and Performance Management Education and Awareness Program. For each initiative, records include governing body guidance; communications, technical work products on the initiative, draft products and review comments; and final products. These records document the purpose and expected benefits of the initiative, related financial expenditures to support the initiative, the work done for the initiative, and the actual results of the initiative.

Disposition: Permanent. Cut-off at the end of the fiscal year. Maintained on-site for five years or until the initiative is complete, whichever is later. Transfer to Washington National Records Center for five years. Transfer to NARA 10 years after cut-off.

**6210 Performance Management Governance Files:** Performance Management Governance Files contains annual records and correspondence concerning the three main governing bodies overseeing all performance management activities within the Department: Performance Improvement Council (a Government-wide organization comprised of Agency Performance Improvement Officers), Performance Improvement Team (a planned Interior-only team of senior leaders to discuss and formulate performance management policy), and Performance Improvement Council (an Interior-only body led by PPP and comprised of Bureau performance managers). Records include charter documents for the governing bodies; OMB and Department performance management guidance; and meeting agendas, handouts, and minutes. These records document the activities and results of the governing bodies which help to identify performance management strengths and weaknesses across the Department.

#### **6210.1 Governance Charter Documents**

Disposition: Permanent. Cut-off at the end of the fiscal year. Maintain on-site for five years. Transfer to Washington National Records Center for five years. Transfer to NARA 10 years after cut-off.

## **6210.2 All Other Governance Records**

Disposition: Temporary. Cut-off at the end of the fiscal year. Maintained on-site for five years. Destroy 10 years after Cut-off.

# SF 115 Supplementary Cover Sheet

## Summary:

This Action establishes 7 Office of the Secretary series entitled:

6204 Strategic Planning Files  
6205 Performance Accountability Report (PAR) Files  
6206 Performance Budget Files  
6207 President's Management Agenda Files  
6208 Program Assessment Rating Tool (PART) Files  
6209 Performance Initiatives Files  
6210 Performance Management Governance Files

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## Reason for submission:

- (1) This action provides for the disposition of records maintained in the Office of Planning & Performance Management (PPP) that have been previous unscheduled.
- (2) This action also incorporates the series into the numbering pattern of the Office of Secretary's new records schedule.