

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER N1-115-08-5	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>3/21/08</i>	
1. FROM (Agency or establishment) Department of the Interior		<b>NOTIFICATION TO AGENCY</b>  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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Bureau of Reclamation			
3. MINOR SUBDIVISION Information Management Division - 84-21300			
4. NAME OF PERSON WITH WHOM TO CONFER Roy Wingate	5. TELEPHONE NUMBER 303-445-2058	DATE <i>6/13/07</i>	ARCHIVIST OF THE UNITED STATES <i>Ma W...</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 _____ page(s) are not needed now for the business for 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 type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE March 21, 2008	SIGNATURE OF AGENCY REPRESENTATIVE <i>Roy Wingate</i> Roy Wingate		TITLE Bureau Records Manager
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<b>Corporate Data Warehouse (CDW).</b> The CDW provides a single source of financial, budgetary, and human resource data for other management information system applications throughout Reclamation. In addition, the CDW is a data source for other Reclamation enterprise applications. When the Federal Budget and Management System (FBMS) becomes operational, CDW will retain historical Reclamation Federal Financial System (FFS) records, and continue its role as a consolidated data repository and data service application.		
<i>SA 7/1/08 copies sent to Agency, NR</i>			

ITEM #	TITLE/DESCRIPTION	RETENTION & DISPOSITION
1	<b>INPUTS.</b> Downloads of external Federal Financial System (FFS) and Federal Personnel and Payroll System (FPPS) data.	<b>TEMPORARY.</b> Delete when data have been entered into the master file or database and verified, or when no longer needed to support reconstruction of, or serve as backup to, the master file or database, whichever is later. (GRS 20, 2c.)
2	<b>MASTER FILES.</b> FPPS and FFS financial data that is not modified by Reclamation in any way.	<b>TEMPORARY.</b> Delete when no longer needed for administrative, legal, audit, or other operational purposes, or when data reaches 10 years old, whichever is later.
3	<b>OUTPUTS.</b> Reports are generated by pulling data from accessible tables. CDW output reports are generated by individual users and retained under other records series.	<b>TEMPORARY.</b> Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes. (GRS 20, 4.)
4	<b>SYSTEM DOCUMENTATION.</b> User manuals, system feature specifications, data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium) relating to the CDW system.	<b>TEMPORARY.</b> Destroy or delete upon authorized deletion of the related electronic records or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is later.  (GRS 20, 11[1])
5	<b>BACKUPS.</b> Electronic copy of the master files (item 2 above), retained in case the master files or database are damaged or inadvertently erased.	<b>TEMPORARY.</b> Delete when the identical records have been captured in a subsequent backup file. (GRS 20, 8a)