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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0425-2014-0001

Request for Records Disposition Authority

Records Schedule Number DAA-0425-2014-0001
Schedule Status Returned Without Action

Agency or Establishment Financial Management Service
Record Group / Scheduling Group Records of the Financial Management Service
Records Schedule applies to Major Subdivision
Major Subdivision Financial Management Service
Schedule Subject Do Not Pay (DNP) Program
Internal agency concurrences will be provided No

Background Information

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	8

GAO Approval

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Outline of Records Schedule Items for DAA-0425-2014-0001

Sequence Number	
1	U.S. Department of the Treasury Bureau of Fiscal Service Do Not Pay (DNP) Program
1.1	DNP Payment/Payee Information Exchange Files Disposition Authority Number: DAA-0425-2014-0001-0001
1.2	Payment Data Acquired from Government or other Public Sources Disposition Authority Number: DAA-0425-2014-0001-0002
1.3	Commercially Procured Data Disposition Authority Number: DAA-0425-2014-0001-0003
1.4	Improper Payment Agency Reports Disposition Authority Number: DAA-0425-2014-0001-0004
1.5	Fraud and Suspicious Activity Reports Disposition Authority Number: DAA-0425-2014-0001-0005
1.6	Internally Derived Datasets Disposition Authority Number: DAA-0425-2014-0001-0006
1.7	Program/Project Management Records Disposition Authority Number: DAA-0425-2014-0001-0007
1.8	Program/Project Subject Files Disposition Authority Number: DAA-0425-2014-0001-0008

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Records Schedule Items

Sequence Number

1 U.S. Department of the Treasury Bureau of Fiscal Service Do Not Pay (DNP) Program

The mission of the Do Not Pay (DNP) Program is to help federally funded programs prevent improper payments and partner with enforcement agencies to proactively identify potential fraud, waste, and abuse. Federal agencies make more than \$2 trillion in payments each year and improper payments occur when funds go to the wrong recipient; recipient receives incorrect amount; proper documentation is not available to support a payment or funds are used in an improper manner. The objectives of DNP are to provide timely, accurate and actionable information to federally funded programs for insight into the nature, potential causes, and magnitude of improper payments and to law enforcement agencies that facilitate investigations and prosecutions about possible fraud activities. DNP is a source of centralized data and analytic services and its overall goal is to help agencies prevent improper payments while safeguarding the privacy of individuals. To support this goal, DNP offers agencies tools such as a web-based portal which federal agencies can access to determine whether an individual or company is eligible to receive federal payments or engage in federal contracts and Data Analytic Services (DAS) which helps agencies identify trends, patterns, and risks that may be associated with fraud or systemic sources of improper payments.

1.1 DNP Payment/Payee Information Exchange Files

Disposition Authority Number DAA-0425-2014-0001-0001

Records include inputs from and outputs to agencies that are maintained by DNP for BFS or Treasury to support agency customers in the prevention, reduction, and recovery of improper payments in accordance with section five of the Improper Payment Elimination and Recovery Improvement Act of 2012 (IPERIA) signed into law in January of 2013.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Disposition Instruction

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	Cutoff Instruction	Cut off at the end of the fiscal year in which final activities regarding a particular data file are completed.
	Retention Period	Retain for a minimum of 4 years or as per the source agency SORN retention requirements but no longer than 10 years after cutoff.
	Additional Information	
	GAO Approval	Not Required
1.2	Payment Data Acquired from Government or other Public Sources	
	Disposition Authority Number	DAA-0425-2014-0001-0002
	Records consist of data obtained from Government or public sources that is used to help Do Not Pay customer agencies make payment eligibility determinations to payees, as well as supporting the development of analytic models for statistical analysis.	
	Final Disposition	Temporary
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cut off when data becomes obsolete or is superseded by a new version.
	Retention Period	Destroy 7 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
1.3	Commercially Procured Data	
	Disposition Authority Number	DAA-0425-2014-0001-0003
	Records consist of data procured from commercial sources that is used to help Do Not Pay customer agencies make payment eligibility determinations to payees, as well as supporting the development of analytical models for statistical analysis.	
	Final Disposition	Temporary

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14	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cut off when data becomes obsolete or is superseded by a new version.
	Retention Period	Destroy 7 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
	Improper Payment Agency Reports	
	Disposition Authority Number	DAA-0425-2014-0001-0004
	Records consist of reports generated by DNP and provided to agencies identifying support information for agencies to make improper payment determinations and summary statistics pertaining to customer agency payment data.	
	Final Disposition	Temporary
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cut off upon dissemination and acceptance of final report.
	Retention Period	Destroy 7 year(s) after cutoff
Additional Information		
GAO Approval	Not Required	

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1.5

Fraud and Suspicious Activity Reports

Disposition Authority Number DAA-0425-2014-0001-0005

Records consist of reports generated by DNP and provided to agency IG or law enforcement, identifying potential fraudulent payments or payees, both at a summary and detail level.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Disposition Instruction

Cutoff Instruction Cut off upon dissemination and acceptance of final report or when no longer needed for legal or litigation support, whichever is later.

Retention Period Destroy 7 year(s) after cutoff

Additional Information

GAO Approval Not Required

1.6

Internally Derived Datasets

Disposition Authority Number DAA-0425-2014-0001-0006

Records derived from DNP data sources that generate actionable information for agencies and can be used for statistical modeling, predictive analytics and reporting.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

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1.7	Disposition Instruction	
	Cutoff Instruction	Cut off when datasets become obsolete or are superseded by new versions.
	Retention Period	Destroy 7 year(s) after cutoff or when no longer needed for business purposes occurs, whichever is later
	Additional Information	
	GAO Approval	Not Required
	Program/Project Management Records	
	Disposition Authority Number	DAA-0425-2014-0001-0007
	Records include program/project operational plans, schedules, requirements documents, design documents, and other similar documents.	
	Final Disposition	Temporary
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
Cutoff Instruction	Cut off at the end of the program or project, or when superseded by new versions.	
Retention Period	Destroy 7 year(s) after cutoff or when no longer needed for business purposes occurs, whichever is later	
Additional Information		
GAO Approval	Not Required	
1.8	Program/Project Subject Files	
	Disposition Authority Number	DAA-0425-2014-0001-0008
	Subject files maintained to document specific issues, program participants, or activities during a specific time period. Records may include analyses of specific issues, stakeholder training and outreach efforts and the business owner's copy of audit reports.	

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Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes
Disposition Instruction	
Cutoff Instruction	Cut off files after final actions on respective subjects are completed.
Retention Period	Destroy 7 year(s) after cutoff or when no longer needed for business purposes occurs, whichever is later
Additional Information	
GAO Approval	Not Required

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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
04/14/2014	Certify	John Powe	Manager	ISS - Records and Information Management Branch
04/10/2015	Return Without Action	Elizabeth Greenberg	Appraiser	National Archives and Records Administration - Records Management Services

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