

Request for Records Disposition Authority

Records Schedule Number **DAA-0425-2016-0009**
Schedule Status **Approved**

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

Background Information **The DNP program mission is to help federally funded programs prevent improper payments, and partner with enforcement agencies to identify potential fraud, waste, and abuse in federally funded programs while protecting citizens' privacy.**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0425-2016-0009

Sequence Number	
1	Internally Derived Datasets Disposition Authority Number: DAA-0425-2016-0009-0001
2	DNP Reports Disposition Authority Number: DAA-0425-2016-0009-0002

Records Schedule Items

Sequence Number	
1	<p>Internally Derived Datasets</p> <p>Disposition Authority Number DAA-0425-2016-0009-0001</p> <p>Records derived from DNP data sources that generate actionable information (e.g., match results) for agencies and can be used for statistical modeling, predictive analytics and reporting.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off at the end of the fiscal year when created.</p> <p>Retention Period Delete / destroy 7 years after cutoff but longer retention is authorized if needed for operational, legal, audit and/or administrative purposes.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>DNP Reports</p> <p>Disposition Authority Number DAA-0425-2016-0009-0002</p> <p>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. This includes reports created by the DNP Analytics Team, but not limited to, Improper Payment Agency Reports and Fraud/Suspicious Activity Reports.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p>

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 fiscal year when created.

Retention Period

Delete / destroy 7 years after cutoff but longer retention is authorized if needed for operational, legal, audit and/or administrative purposes.

Additional Information

GAO Approval

Not Required

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
02/18/2016	Certify	Francisco Rivera	Records Management Specialist	Department of the U.S. Treasury - Bureau of the Fiscal Service
04/01/2016	Return for Revision	Elizabeth Greenberg-Taubel	Appraisal Archivist	National Archives and Records Administration - Records Management Services
04/01/2016	Submit For Certification	Frederick Mayes	Records Management Specialist	ISS - RIMB
04/05/2016	Certify	Francisco Rivera	Records Management Specialist	Department of the U.S. Treasury - Bureau of the Fiscal Service
06/27/2016	Return for Revision	Elizabeth Greenberg-Taubel	Appraisal Archivist	National Archives and Records Administration - Records Management Services
08/03/2016	Submit For Certification	Brenda Alexander	Manager	ISS - DBI
08/23/2016	Certify	Brenda Alexander	Manager	ISS - DBI
10/05/2016	Submit for Concurrence	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
10/06/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/11/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program

10/13/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist
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