

## Request for Records Disposition Authority

Records Schedule Number      DAA-0557-2013-0001  
Schedule Status                Approved  
  
Agency or Establishment      Federal Motor Carrier Safety Administration  
Record Group / Scheduling Group   Records of the Federal Motor Carrier Safety Administration  
Records Schedule applies to    Major Subdivision  
Major Subdivision              Federal Motor Carrier Safety Administration (FMCSA)  
Minor Subdivision              Office of the Chief Financial Officer  
Schedule Subject                FMCSA Use of HHS/ACF Grants Center of Excellence System  
Internal agency concurrences will be provided    No

Background Information      New schedule item FMCSA is a member of the Department of Health and Human Services, Administration for Children and Families Grants Center of Excellence (COE) GrantsSolutions, the grants workflow system used by the COE, is approved as an official system of record by NARA schedule (N1-292--09-1) FMCSA request the use of GrantSolutions an an official system of record for its grants process as well

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

### GAO Approval

## Outline of Records Schedule Items for DAA-0557-2013-0001

Sequence Number
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1	Grant Solutions Disposition Authority Number DAA-0557-2013-0001-0001
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## Records Schedule Items

Sequence Number	
1	<p data-bbox="348 365 574 401"><b>Grant Solutions</b></p> <p data-bbox="348 422 1174 457">Disposition Authority Number      DAA-0557-2013-0001-0001</p> <p data-bbox="348 478 1544 968">Grant Solutions provides business solutions to grants officers and specialists to manage their grant programs and process grant applications from receipt through award. Financial information is exchanged electronically with the U S Department of Health and Human Services' Unified Financial Management System (HHS UFMS) enterprise financial system, and standards are being developed to interface with any financial accounting system. Grant Solutions data are provided in the following segments and include, but are not limited to these fields: Grant Preparation – Announcement, CFDA, Funding Category, Grant Application, Panel, Panel Review, Criteria, Program, Review, Reviewer, Score; Grant – Action, Grant Entity; Grantee – Address, department, person, Sub Grantee; Post Award – Audit Attributes, Audit Follow-up, External Audit, Goal, internal Audit, Objective, Performance Measure, and Real Property; Financial – Allotment, Apportionment, Appropriation, Approved Financial Data, Commitment.</p> <p data-bbox="348 989 931 1024">Final Disposition                      Temporary</p> <p data-bbox="348 1045 865 1081">Item Status                              Active</p> <p data-bbox="348 1102 832 1138">Is this item media neutral?        Yes</p> <p data-bbox="348 1159 816 1278">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      No</p> <p data-bbox="348 1299 1063 1356">GRS or Superseded Authority Citation      N1-292-09-1, Item 1</p> <p data-bbox="348 1398 667 1434"><b>Disposition Instruction</b></p> <p data-bbox="348 1455 1410 1491">Cutoff Instruction                      Cutoff at the end of fiscal year after closeout</p> <p data-bbox="348 1512 1410 1547">Retention Period                        Destroy 6 year(s) and 3 month(s) after cutoff</p> <p data-bbox="348 1589 667 1625"><b>Additional Information</b></p> <p data-bbox="348 1646 964 1682">GAO Approval                            Not Required</p>

## 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
12/12/2012	Certify	Herman Dogan	Records Management Officer	Federal Motor Carrier Safety Administration - Analysis Division
05/28/2013	Submit for Concurrence	Jim Cassedy	Appraiser	National Archives and Records Administration - Records Management Services
05/30/2013	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
06/03/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
06/04/2013	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist