REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

NOTIFICATION TO AGENCY

1 FROM (Agency or establishment)
United States Agency for International Development (USAID)

2 MAJOR SUBDIVISION
Bureau of Management (M), Chief Information Office (CIO)

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Aaron Gutting	202-712-0065	3/4/10	**WITHDRAWN**

6 AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in the matters pertaining to the disposition of its records and that the records proposed for disposal attached _____ page(s) are not needed 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 Manuel for Guidance of Federal Agencies,

☑ is not required,   ☐ is attached, or   ☐ has been requested

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
8-20-09	*Cynthia Staples*	*Acting Chief,*

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Worklenz - See Attachment for Description and Disposition		

115-109
NSN 7540-00-634-4064
PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV 3-91)
Prescribed by NARA
36 CFR 1228

United States Agency for International Development (USAID)
Bureau of Management (M), Chief Information Office (CIO)

WorkLenz

USAID implemented WorkLenz in November of 2008 for project portfolio management
to support the Capital Planning and Investment Control processes within the agency The
current implementation of the WorkLenz system delivers USAID with the framework to
demonstrate a fully integrated performance management system This framework will
enable USAID to associate project plans and investment performance with automated and
standardized reporting
WorkLenz provides USAID with an interface and centralized data repository collecting
business case data to meet requirements from the Office of Management and Budget
(OMB) for Exhibit 300 and Exhibit 53 reporting, as well as internal investment planning
information captured in the Project Identification Document (PID). This system contains
records of agency IT business cases and IT project data (risk, Earned Value Management,
schedule). The IT business cases are used to meet requirements from the Office of
Management and Budget, as well as agency budget requirements. Users enter budget
data into the following areas Exhibit 53s, Exhibit 300s and Project Identification
Documents. USAID uses WorkLenz to create the Exhibit 300, Exhibit 53 and the
Project Identification Document (internal business case). Additionally, the system
enables USAID to output IT project reports. This system contains detailed information
on the M/OCIO budget. The system contains historical data, current year data and also
pre-decisional (budget year) information for the entire M/OCIO IT budget

Disposition: Cut off annually Destroy/delete when 7 years old or when no longer
needed, whichever is later