

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>N1-412-03-15</i>	
1. FROM (Agency or establishment) Environmental Protection Agency		DATE RECEIVED <i>9/4/2003</i>	
2. MAJOR SUBDIVISION Office Of Chief Financial Officer		NOTIFICATION TO AGENCY  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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Annual Planning and Budget Division			
4. NAME OF PERSON WITH WHOM TO CONFER  Chris O'Donnell	5. TELEPHONE  202-566-1669	DATE	ARCHIVIST OF THE UNITED STATES

<b>6. AGENCY CERTIFICATION</b> 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 <u>5</u> page(s) are not now 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 Manual for Guidance of Federal Agencies,		
<div style="display: flex; justify-content: space-around; align-items: center;"> <div> <input checked="checked" type="checkbox"/> is not required;         </div> <div> <input type="checkbox"/> is attached; or         </div> <div> <input type="checkbox"/> has been requested.         </div> </div>		
DATE <i>8-26-03</i>	SIGNATURE OF AGENCY REPRESENTATIVE 	TITLE Agency Records Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See attached U.S. EPA 299 - Budget Automation System (BAS)		
<div style="position: relative; width: 100%; height: 100%;"> <div style="position: absolute; top: 50%; left: 50%; transform: translate(-50%, -50%) rotate(-45deg); font-size: 48px; font-weight: bold; opacity: 0.5;">             WITHDRAWN           </div> </div>			

# U.S. EPA RECORDS SCHEDULE 299

DRAFT: 11/4/02

## **SERIES TITLE:**

Budget Automation System (BAS)

## **PROGRAM:**

Budget Operations

## **EPA SERIES NO:**

299

## **AGENCY FILE CODE:**

BUDG 299

## **NARA DISPOSAL AUTHORITY:**

Pending

## **APPLICABILITY:**

Agency-wide

## **DESCRIPTION:**

The Budget Automation System (BAS) automates EPA's budget processes, including planning, budgeting, execution, and reporting. Budget data is entered at a general level by offices and regions or by the Office of the Chief Financial Officer (OCFO). The system maintains snapshots of the budget as it exists at key stages of the process. Budgetary transactions are entered into the system and edited against business rules and budgetary limitations. Authorizations and approvals of transactions are done on-line with an audit trail of each transaction. The system serves as the source of information on EPA's organizational structure, planning structure, budget structure, fiduciary structure, and the business rules.

This system interfaces with the Integrated Financial Management System (IFMS) and the EPA Payroll System (EPAYS), and replaces the Resources Management Information System/Budget Analysis System (RIMS/BARS) which are scheduled separately.

## **DISPOSITION INFORMATION:**

### **a. Electronic software program**

Disposable.

Delete when superseded by routine software updates.

### **b. Input**

Disposable.

Follow Instructions for EPA 171 - Input/Source Records.

**c. Electronic data**

Permanent.

Break when superseded. Transfer data annually to the National Archives as specified in 36 CFR 1228.188.

**d. Output and reports**

Varies.

File with appropriate case file or related records and follow instructions for related records.

**e. Supporting documentation**

Permanent.

Transfer those records necessary to document how the system captures, manipulates, and outputs data to the National Archives as specified in 36 CFR 1228.188. This documentation is transferred along with the transfer of the electronic data (subitem c).

**ARRANGEMENT:**

Not applicable.

**TYPE OF RECORDS:**

Data files

**SPECIFIC RESTRICTIONS:**

**MEDIUM:**

Electronic

**FUNCTIONS SUPPORTED:**

Program operations

**SPECIFIC LEGAL REQUIREMENTS:**

Government Performance and Results Act of 1993, P.L. 103-62  
OMB Circular No. A-11

**REASONS FOR DISPOSITION:**

The Budget Automation System (BAS) is designed to (1) meet the requirements for a new, detailed budgeting process required by the GPRA and (2) provide better long-term environmental planning and resource management. It replaces the previous system, the Resources Management Information System/Budget Analysis System (RIMS/BARS), NC1-412-85-9/3, which was appraised as permanent.

**AGENCY-WIDE GUIDANCE:**

BAS is managed by the Annual Planning and Budget Division (APBD) of the Office of the Comptroller. The system manager is responsible for implementing the disposition for items a, c, and e. All related records held or produced by other offices should be destroyed according to the instructions for items b and d.

RIMS/BARS is scheduled as EPA 590. IFMS is covered by EPA 054 and EPAYS by EPA 573.

**PROGRAM OFFICE GUIDANCE/ DESCRIPTIVE INFORMATION:**

To facilitate the first annual transfer of data to the National Archives, the system manager should contact the Center for Electronic Records (301-713-6630) prior to completing NARA form 14097, Technical Description for Transfer of Electronic Records to the National Archives of the United States. Until the transfer form (SF 258) is signed by the U.S. Archivist, the records are the responsibility of EPA.

**CONTROLLING UNIT:**

**Unit:**

Office of Chief Financial Officer

**Location:**

Arling Ross

**Inclusive Dates:**

**Volume on Hand (feet):**

**Annual Accumulation (feet or inches):**

**CONTACT POINT:**

**Contact:**

~~David Patton and Jackye Herzfeld~~

**Mail Code:**

2732A

**Telephone:**

~~202-564-8675 and 202-564-4599~~

**Office:**

Annual Planning and Budget Division

**RELATED ITEMS:**

EPA 054

EPA 171

EPA 573

EPA 590

**PREVIOUSLY APPROVED BY NARA SCHEDULE NOS:**

**Approval Date EPA:**

**Approval Date NARA:**

WITHDRAWN

**Entry Date:**

1/10/02

**Last Modified:**

11/4/02

WITHDRAWN