

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NI-412-05-10</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>9/27/05</i>	
1. FROM (Agency or establishment)  Environmental Protection Agency		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION  Office of the Chief Financial Officer			
3. MINOR SUBDIVISION  Financial Management Division			
4. NAME OF PERSON WITH WHOM TO CONFER  Constance Downs	5. TELEPHONE  202-566-1640	DATE <i>9/26</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
6. 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 on the attached <u>3</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,  <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>9/19/05</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Constance Downs</i>		TITLE <i>ACTING AGENCY RECORDS OFFICER</i>

7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	EPA 021 Administrative Data Warehouse (ADW)		

*Agency: NR, DAWM*

# EPA Records Schedule 021

**Status:** Final, 02/12/2007

**Title:** Administrative Data Warehouse (ADW)

**Program:** Financial Management

**Applicability:** Headquarters

**Function:** 402-124 - Accounting

## **NARA Disposal Authority:**

This schedule authorizes the disposition of the record copy in any media (media neutral), excluding any records already in electronic form. Records designated for permanent retention must be transferred to the National Archives in accordance with NARA standards at the time of transfer.

- N1-412-05-10

## **Description:**

The Administrative Data Warehouse (ADW) is a read-only database consisting of data from various Agency source systems (e.g., Integrated Financial Management System (IFMS), Grants Information and Control System (GICS), etc.). ADW does not process transactions and no data is entered directly into ADW. Data from Agency systems is copied into the ADW at regular intervals. In some cases, data is refreshed in the ADW several times a day. ADW data is used to produce reports related to status of funds, commitments, obligations, expenditures, etc.

## **Disposition Instructions:**

**Item a:** Electronic software programs

- **Disposable**
- Keep for the length of time necessary to ensure retention and usability of the electronic data throughout the approved retention period, then delete when superseded or obsolete.

**Item b:** Input

- **Disposable**
- Follow instructions for EPA 171 - Input and Source Records.

**Item c:** Electronic data

- **Disposable**
- Delete data when superseded by next scheduled update.

**Item d:** Output and reports

- **Varies**
- File with related records and follow instructions for the related records.

**Item e:** Supporting documentation

- **Disposable**
- Keep for the length of time necessary to ensure retention and usability of the electronic data throughout the approved retention period, then delete when superseded or obsolete. See schedule 304.

**Guidance:**

The Office of the Chief Financial Officer, Office of Financial Management, Financial Systems Staff is responsible for implementing the disposition for ADW. The offices responsible for the individual systems from which ADW data are retrieved are responsible for the disposition of their data under their specific schedules:

- EPA 042 - Purchase Card System
- EPA 054 - Integrated Financial Management System (IFMS)
- EPA 054 - Contract Payment System (CPS)
- EPA 055 - Integrated Contract Management System (ICMS)
- EPA 300 - PeoplePlus (PPL)
- EPA 575 - Grants Information and Control System (GICS)

Details on what constitutes systems documentation can be found in EPA 304.

**Reasons for Disposition:**

ADW is a collection of data from various Agency systems. This data is used to produce reports to support financial management. The source systems contain the official records, and the data in ADW has only short-term operational value.

**Custodians:**

Office of the Chief Financial Officer, Office of Financial Management, Financial Systems Staff

- **Contact:** Mark Bolyard
- **Telephone:** 202-564-4968

**Related Schedules:**

EPA 042, EPA 054, EPA 055, EPA 300, EPA 304, EPA 575

**Previous NARA Disposal Authority:**

**Entry:** 07/02/2003

**EPA Approval:** 09/19/2005

**NARA Approval:** 02/09/2006