

EPA Records Schedule 299

Status: Final, 10/31/2009

Title: Budget Automation System (BAS)

Program: Budget Operations

Applicability: Agency-wide

Function: 402-125 - Budget and Finance

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.

- N1-412-09-1

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) which are scheduled separately. It replaces the Resources Management Information System/Budget Analysis System (RIMS/BARS).

Disposition Instructions:

Item a: Electronic software program

The Office of the Chief Financial Officer, Office of Budget, Systems and Information Management Branch at Headquarters is responsible for the disposition of this item.

- **Disposable**
- Destroy when no longer needed to ensure access to, and use of, the electronic records throughout the authorized retention period.

Item b: Input

- **Disposable**

- Follow the instructions for EPA 171.

Item c(1): Electronic data - Final data

Includes the OMB Submission, President's Budget, Enacted Budget, Performance Annual Report and Congressional Justification. The Office of the Chief Financial Officer, Office of Budget, Systems and Information Management Branch at Headquarters is responsible for the disposition of this item.

- **Permanent**
- Transfer data annually to the National Archives, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.

Item c(2): Electronic data - Working data

The Office of the Chief Financial Officer, Office of Budget, Systems and Information Management Branch at Headquarters is responsible for the disposition of this item.

- **Disposable**
- Delete when no longer needed to document budget activities.

Item d: Output and reports

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

Item e(1): System documentation - Final data

Includes the OMB Submission, President's Budget, Enacted Budget, Performance Annual Report and Congressional Justification. The Office of the Chief Financial Officer, Office of Budget, Systems and Information Management Branch at Headquarters is responsible for the disposition of this item.

- **Permanent**
- Transfer those records necessary to document how the system captures, manipulates, and outputs data to the National Archives, as specified in 36 CFR 1235.44-1235.50. Documentation is transferred with the electronic data (subitem c(1)).

Item e(2): System documentation - Working data

The Office of the Chief Financial Officer, Office of Budget, Systems and Information Management Branch at Headquarters is responsible for the disposition of this item.

- **Disposable**
- Follow instructions for EPA 304, item a(1).

Guidance:

IFMS is covered by EPA 054 and EPAYS by EPA 573.

The OMB Submission in items c(1) and e(1) begins with the year 2000.

Reasons for Disposition:

The following change was made in the 03/31/2009 version:

- Added OMB Submission to items c(1) and e(1) and added statement about it in guidance.

The following change was made in the 11/30/2008 version:

- Removed reference to OMB submission in item e(1).

The following change was made in the 07/31/2008 version:

- Removed reference to OMB submission in item c(1).

The following change was made in the 05/31/2008 version:

- Divided disposition items c and e into two subitems each.
- Added statement about applicability for disposition items a, c and e.

The schedule was previously approved as NC1-412-85-9/3 for the Resources Management Information System (RMIS). It has been revised to reflect current budget practices.

Custodians:

Office of the Chief Financial Officer, Office of Budget, Systems and Information Management Branch

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Related Schedules:

EPA 054, EPA 171, EPA 304, EPA 573

Previous NARA Disposal Authority:

NC1-412-85-9/3

Entry: 01/10/2002

EPA Approval: 11/17/2008

NARA Approval: 08/09/2009