

[illegible]

Office of Federal Housing Enterprise Oversight (OFHEO) - Record Group 543 ID: 69

OFHEO Records Management Program: SF115 Data - Electronic Information Systems

Medium - Group:	EIS
Office of Record:	OFA - Office of Finance and Administration - Budget and Finance
System Popular Name:	Financial Management System (FMS)
NARA Job#:	GRS
Use and Purpose:	Software owned by VA and used by OFHEO to record all OFHEO financial transactions, conduct funds control function, maintain accounting data in compliance with the U S Standard General ledger, provide budget management reports, and serve as the source information for OFHEO financial reports

System Software:	Federal Financial System, an IBM CICS with VSAM database purchased from American Management Systems tied to a COM system producing microfiche reports
System Input:	Source documents including paper reports from NFC and paper documents such as Purchase Requisitions, Purchase Orders, Contract awards, Contract Modifications, Receiving Reports, Invoices, Electronic Funds Transfers (debit or credit memos), Checks, Treasury Warrants, OMB Apportionments (SF132), Travel Orders, and Travel Vouchers
System Data:	All OFHEO financial transactions and accounting data
System Output/Reports:	OFHEO budget management reports and financial reports, including Status of Funds reports, Accepted Document reports, Detailed Obligations reports, and Trail Balances
System Documentation:	FMS Technical Users Guide and Executive Users Guide

Software Dispo Authority:	Software is maintained and dispositioned as required by VA
Input Disposition Authority:	Paper reports are scheduled separately
Data Disposition Authority:	Data is maintained and dispositioned as required by VA
Output Dispo Authority:	Electronic reports are maintained and dispositioned as required by VA Paper reports are scheduled separately
Doct'n Dispo Authority:	SF115

Software Total Retention:	Temporary - Software is maintained and dispositioned as required by VA
Input Total Retention:	Temporary - These paper documents are scheduled separately
Data Total Retention:	Temporary - Data is maintained and dispositioned as required by VA
Output Total Retention:	Temporary - Electronic reports are maintained and dispositioned as required by VA Paper reports are scheduled separately
Doct'n Total Retention:	Temporary - GRS6 1a - Destroy or delete when superseded or obsolete, or upon authorized deletion of the related master file or database, or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is latest

Office of Federal Housing Enterprise Oversight (OFHEO) - Record Group 543 ID: 99
OFHEO Records Management Program: SF115 Data - Electronic Information Systems

Medium - Group:	EIS
Office of Record:	OFA - Office of Finance and Administration - Budget and Finance
System Popular Name:	PerDiemazing (TM)
NARA Job#:	GRS
Use and Purpose:	Software, owned and licensed by VA and used by OFHEO, for travel management. The database enables users to record, request, review, authorize/approve travel and to record, request, review, and approve claims for expenditure reimbursements for long-distance and local travel.
System Software:	PerDiemazing, Version 3, by Aldmyr Systems, Inc for old business. For current and future business, Version 4.0b 4/19/99.
System Input:	Travel-related data is entered by users as prompted by the system.
System Data:	Travel-related data formerly submitted on such forms as the HUD25 "Travel Order Request and Authorization," the SF1012 "Travel Voucher," and the SF1164 "Claim for Reimbursement for Expenditures on Official Business."
System Output/Reports:	Electronic approvals and paper documents such as Travel Vouchers and Claims for Reimbursement in the current process. In the proposed process, summary data will be downloaded directly into the FMS (Financial Management System).
System Documentation:	PerDiemazing Quick Reference Guide (5/97), PER PerDiemazing for Traveling Managers (6/97), and PER PerDiemazing System Administration User Guide (3/97), all published by Aldmyr Systems, Inc. for old business. For current and future business, the PerDiemazing User Guide, January 1998.
Software Dispo Authority:	Software is maintained and dispositioned by VA.
Input Disposition Authority:	GRS6 1
Data Disposition Authority:	GRS6 1
Output Dispo Authority:	GRS6 1
Doct'n Dispo Authority:	SF115
Software Total Retention:	Temporary - Each version of the software goes back to VA when old business is completed.
Input Total Retention:	Temporary - 6 years and 3 months after the period covered by the account.
Data Total Retention:	Temporary - 6 years and 3 months after the period covered by the account.
Output Total Retention:	Temporary - 6 years and 3 months after the period covered by the account.
Doct'n Total Retention:	Temporary - GRS6 1a - Destroy or delete when superseded or obsolete, or upon authorized deletion of the related master file or database, or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is latest. Toss V3 documentation when old business is completed.

OFHEO Records Management Program: Records Retention Schedule - Paper Records Series

Office of Record OFA - Office of Finance and Administration - Budget and Finance

Record Series Name Accounting Records (Budget Execution) File

Medium - Group Paper

NARA Job#: GRS

File Plan Category Name Accounting Records (Budget Execution) File

Use and Purpose Documents created to account for the use of OFHEO funds Document types include such documents as Deposit Tickets (SF215), OPAC transaction reports from SOALS, Capitalization File, Imprest Fund Accountability and Replenishment Vouchers, Monthly Disbursement and Collections Reports (SF224), Quarterly Budget Execution Reports (SF133), Warrants (Appropriation and Receipt), Expenditure transfer documentation, Standard and Journal Voucher documentation, Year-End Financial Statement (SF2108), and Reports of Financial Audit Also General correspondence and Subject Files related to Expenditure Accounting

Filing Instructions File chronologically by FY, then chronologically within the file for the specific document type

Volume 2 file drawers

Volume Growth 1-2 file drawers per year

Total Retention: Years/Event Temporary Records Destroy 6 years and 3 months after the close of the fiscal year involved, or upon approval of GAO Destroy correspondence and subject files after 2 years Note NARA Bulletin 99-04 does not apply

Disposition Authority GRS7 1 and 7 2

If no Dispo Auth NA

OFHEO Records Management Program: Records Retention Schedule - Paper Records Series

Office of Record OFA - Office of Finance and Administration - Budget and Finance

Record Series Name Accounts Receivable File

Medium - Group Paper

NARA Job#: GRS

File Plan Category Name Accounts Receivable File

Use and Purpose Documents used to describe amounts due to OFHEO Document types include billing letters and support documentation of the debt

Filing Instructions File chronologically by Fiscal Year, then alphabetically by debtor name

Volume 1 file drawer

Volume Growth 6" per year

Total Retention: Years/Event Temporary Records Destroy 6 years and 3 months after the close of the fiscal year covered by the budget, or after GAO audit Note NARA Bulletin 99-04 does not apply

Disposition Authority GRS7 2

If no Dispo Auth NA

OFHEO Records Management Program: Records Retention Schedule - Paper Records Series

Office of Record OFA - Office of Finance and Administration - Budget and Finance

Record Series Name Assessment Calculations File

Medium - Group Paper

NARA Job#: NI-543-00-03/01

File Plan Category Name Assessment Calculation File

Use and Purpose Documents created and received in the process of assessing the GSE's semiannually for funds appropriated to OFHEO by the Congress. Document types include Pro-Rata Share documents and semi-annual Assessment Letters to and from the GSEs.

Filing Instructions File chronologically by FY, then chronologically by semi-annual payment

Volume 6"

Volume Growth 1" per year

1a
1b
Total Retention: Years/Event NI-543-00-03/01a - Temporary Records. Destroy 6 years and 3 months after the period covered. NI-543-00/03**4b** Temporary Records. After paper record copy capture, delete all copies of electronic source records, except the one copy retained as a template for updating or revision.

Disposition Authority SF115

If no Dispo Auth SF115

OFHEO Records Management Program: Records Retention Schedule - Paper Records Series

Office of Record	OFA - Office of Finance and Administration - Budget and Finance
Record Series Name	Budget Apportionment and Sub-allotment File
Medium - Group	Paper
NARA Job#:	GRS
File Plan Category Name	Budget Execution File - Budget Apportionment and Sub-allotment File
Use and Purpose	Documents which establish budget authority and OFHEO's limitations with respect to incurring obligations and making payments, as well as documents which show the availability of funds. Document types include Enacted Budget Allotment Records for OFHEO, Apportionments and Reapportionments (SF132), Appropriation Warrants, and Sub-allotment forms to Offices
Filing Instructions	File chronologically by fiscal year, then by document type, then chronologically within each folder
Volume	1/2 file drawer
Volume Growth	1/2 file drawer per year
Total Retention: Years/Event	Temporary Records For budget apportionment and sub-allotment records, destroy 2 years after the close of the Fiscal year (GRS 5.4) For records relating to availability, collection, custody, and deposit of funds including appropriation warrants and certificates of deposit, destroy when 3 years old (GRS 6.4) After paper record copy capture, delete all copies of electronic source records, except the one copy retained as a template for updating or revision, as applicable
Disposition Authority	GRS5.4 and GRS 6.4
If no Dispo Auth	NA

OFHEO Records Management Program: Records Retention Schedule - Paper Records Series

Office of Record	OFA - Office of Finance and Administration - Budget and Finance
Record Series Name	Financial Transactions Source Documents File - Procurement Actions
Medium - Group	Paper
NARA Job#:	GRS
File Plan Category Name	Financial Transactions Source Documents File - Procurement Actions
Use and Purpose	Documents reflecting the requesting and approving officials' signatures for the obligation and expense of OFHEO funds. Document types include Purchase Requisitions (HUD10-4) and Expenditure Approval Memos, Purchase Orders (OFHEO 528), Contracts and Contract Modifications (SF26, SF30, and SF33), Training Orders (SF182), Vendor Invoices, Acceptance/Receiving Reports, Employee (nonpayroll) Reimbursements, Credit Card Statements (VISA/AMEX), and Interagency Agreement Files. Documents are used to support budget execution for procurement actions.
Filing Instructions	File credit card statements alphabetically by card holder name, then chronologically by date. File all other documents chronologically by FY, then numerically by Office Station Number, then numerically by control number.
Volume	14 file drawers
Volume Growth	2-3 file drawers per year
Total Retention: Years/Event	Temporary Records. For Accountable Officer's Files, destroy 6 years and 3 months after the period covered by account. Note: NARA Bulletin 99-04 does not apply.
Disposition Authority	GRS6 1
If no Dispo Auth	NA

OFHEO Records Management Program: Records Retention Schedule - Paper Records Series

Office of Record	OFA - Office of Finance and Administration - Budget and Finance
Record Series Name	Budget Formulation File
Medium - Group	Paper
NARA Job#:	GRS
File Plan Category Name	Budget Formulation File
Use and Purpose	Documents created within OFHEO and used as budget background records Document types include internal budget memoranda, Office Directors' Budget Requests, workpapers, program submissions, calculations, copies of documents sent to QMB, Congressional Budget Justifications, and the official Budget Book for each FY.
Filing Instructions	File chronologically by FY, then alphabetically by Office Name, then chronologically within each Office file
Volume	4 file drawers
Volume Growth	1/2 file drawer per year
Total Retention: Years/Event	Temporary Records For budget correspondence files, destroy when 2 years old For budget background records, destroy 1 year after the close of the FY covered by the budget After paper record copy capture, delete all copies of electronic source records, except the one copy retained as a template for updating or revision
Disposition Authority	GRS5 1 and 5 2
If no Dispo Auth	NA

OFHEO Records Management Program: Records Retention Schedule - Paper Records Series

Office of Record OFA - Office of Finance and Administration - Budget and Finance

Record Series Name Financial Transactions Source Documents File - Travel or Miscellaneous Employee Reimbursements

Medium - Group Paper

NARA Job#: GRS

File Plan Category Name Financial Transactions Source Documents File - Travel or Miscellaneous Employee Reimbursements

Use and Purpose Documents reflecting the requesting and approving officials' signatures for the obligation and expense of OFHEO funds. Document types include Purchase Requisitions (HUD10-4) and Expenditure Approval Memos, Travel Orders, Claims for Reimbursement, Travel Vouchers (SF1012), and PCS (Permanent Change of Station) (for relocations) Vouchers/Bills of Lading. Documents are used to support authorized official activity and claims for payment by OFHEO.

Filing Instructions File chronologically by FY, then numerically by Office Station Number, then numerically by control number.

Volume 5 file drawers

Volume Growth 1-2 file drawers per year

Total Retention: Years/Event Temporary Records For Accountable Officer's Files, destroy 6 years and 3 months after the period covered by account. For PCS (relocation) records, destroy, destroy 6 years after the period covered by the account. Note: NARA Bulletin 99-04 does not apply.

Disposition Authority GRS6 1 for all except PCS (Relocation) records which = GRS 9 1c

If no Dispo Auth NA

OFHEO Records Management Program: Records Retention Schedule - Paper Records Series

Office of Record	OFA - Office of Finance and Administration - Budget and Finance
Record Series Name	Management Control Records File
Medium - Group	Paper
NARA Job#:	GRS
File Plan Category Name	Management Control Records File
Use and Purpose	Documents created in accordance with procedures mandated by OMB Circular A-123, Management Accountability and Control Systems, and P L 97-255, the Federal Managers' Financial Integrity Act Documents are used to perform evaluations of their accounting and administrative controls to prevent waste, fraud, and mismanagement Document types include policy, procedure, and guidance files, Annual Reports and Assurance Statements, and financial management reviews and corrective action reports prepared to support the agency's annual assurance letter to the President and to Congress
Filing Instructions	OFA Executive Secretary maintains the record copies of the Annual Assurance Letters, and files them chronologically by date OFA - FM files documents chronologically by fiscal year, then by file folder name, then chronologically within the folder
Volume	1/3 file drawer
Volume Growth	3" per year
Total Retention: Years/Event	Temporary Records For policy, procedure, and guidance files, destroy when superseded For annual reports and assurance statements created by organizational components with the agency and compiled by the agency into a single unified report for direct submission to the President or Congress, cut off closed files annually, and destroy after next reporting cycle For review files, cut off when no further corrective action is necessary, and destroy 5 years after cutoff For annual assurance letters, transfer to offsite storage in 10-year segments when most recent letter in the transferring segment is 10 years old Destroy in 10-year segments when most recent letter in the segment to be destroyed is 30 years old After paper record copy capture, delete all copies of electronic source records, except the one copy retained as a template for updating or revision
Disposition Authority	GRS16 14a, d, and f
If no Dispo Auth	NA

OFHEO Records Management Program: Records Retention Schedule - Paper Records Series

Office of Record OFA - Office of Finance and Administration - Budget and Finance

Record Series Name OFHEO Passports File

Medium - Group Paper

NARA Job#: GRS

File Plan Category Name OFHEO Passports File

Use and Purpose Documents created and received in the process of obtaining Official Passports for OFHEO employees. Document types include the Passport Register and the passport Application documents. Note: HUD is the official liaison to the State Department for Official Passports.

Filing Instructions File chronologically by date.

Volume 1"

Volume Growth NA

Total Retention: Years/Event Temporary Records: For passport application files, destroy when 3 years old or upon separation of bearer, whichever is sooner. For passport registers, destroy when superseded or obsolete. Note: NARA Bulletin 99-04 does not apply.

Disposition Authority GRS9 5a & c

If no Dispo Auth NA

OFHEO Records Management Program: Records Retention Schedule - Paper Records Series

Office of Record OFA - Office of Finance and Administration - Budget and Finance

Record Series Name Payroll Records File (Not including Time & Attendance Records)

Medium - Group Paper

NARA Job#: GRS

File Plan Category Name Payroll Records File

Use and Purpose Documents created by the Department of Agriculture's National Finance Center (NFC) and used to reconcile the salary budget category, to record employee payroll costs, and to document payment by OFHEO to the NFC for payroll costs. This file does not include Time & Attendance Records.

Filing Instructions File chronologically by Fiscal year, then by pay period.

Volume 3 file drawers

Volume Growth 1 file drawer per year

Total Retention: Years/Event Temporary Records - Destroy after GAO audit, or when 3 years old, whichever is sooner. Note: NARA Bulletin 99-04 does not apply.

Disposition Authority GRS2 22c

If no Dispo Auth NA