REQUEST FOR RECORDS DISPOSITION AUTHORITY	LEAVE BLANK (NARA use only)
	JOB NUMBER N1-561-08-2
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001	Date received 9\28\07

1. FROM (Agency or establishment) Millennium Challenge Corporation (MCC)	NOTIFICATION TO AGENCY
2. MAJOR SUBDIVISION	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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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	

4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE NUMBER	DATE	ARCHIVIST OF THE UNITED STATES
Bruce I. Campbell, Records Management Officer	202/521-4093	2/6/09	Adrienne Thomas

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 __6__ page(s) are not needed now for the business for 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,

X☐ is not required;   ☐ is attached; or   ☐ has been requested.

DATE September 26, 2007	SIGNATURE OF AGENCY REPRESENTATIVE Bruce I. Campbell	TITLE Records Management Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Attached is MCC's comprehensive Records Disposition Schedule containing (53) new program record series.		

Executive Secretariat (Exec/Sec) Database

Correspondence and scheduling of senior-level staff in the Office of the Chief Executive Officer (OCEO). Included correspondence, scheduled events, and invitations received from Congress, other Federal agencies, foreign governments, private citizens, individuals, and non-governmental organizations both domestic and foreign.

Arrangement: Chronologically by subject

~~**Item 1: Inputs.** Exec/Sec staff enters details pertaining to incoming correspondence to MCC, including the scanned image of the correspondence. Paper-based documents are converted to electronic formatted media. Records may contain non-public exempted, proprietary, sensitive, or national security information.~~

> ~~Disposition: **Temporary.** Destroy/delete upon verification of scanned image or image capture in the database.~~
>
> **GRS 20, Item 2**

Item 2: Master File. Incoming and outgoing MCC correspondence, including the scanned image of the correspondence, program office assigned to prepare the response, and data used for tracking and closure.

> Disposition: **Temporary.** Cut off files at the end of appointee's service and retire immediately to CF. Destroy/delete four years after cutoff.

~~**Item 3: Outputs.** Reports provide a comprehensive content report of records contained in the system, their input date, subject matter, and signature level.~~

> ~~Disposition: **Temporary.** Cut off at end of fiscal year. Retire to CF immediately. Destroy four years after cutoff.~~
>
> **GRS 20, Item 16**

~~**Item 4: System Documentation.**~~

> ~~Disposition: **Temporary.** Destroy when no longer needed.~~
>
> **GRS 20, Item 11**

Congressional Database

Database used to compile data relating to members of Congress.

Arrangement: Chronological by date of receipt and response to correspondence.

~~**Item 5: Inputs.** Incoming Congressional correspondence and inquiries received by MCC. Paper-based documents are converted to electronic formatted media. Records may contain non-public exempted, proprietary, or national security information.~~

~~Disposition: **Temporary.** Destroy/delete upon verification of scanned image or image capture in the database.~~

GRS 20, Item 2

Item 6: Master File. Datasets including name, party affiliation, location, address, and individual and staff contact information relating to incoming and outgoing correspondence. Including scanned image of the correspondence, office responsible for response, and data used for tracking and closure.

> Disposition: **Temporary.** Cut off files at the end of appointee's service and retire immediately to CF. Destroy/delete four years after cutoff.

~~**Item 7: Outputs.** Reports provide a comprehensive content report of records contained in the system, their input date, subject matter, and signature level.~~

> ~~Disposition: **Temporary.** Cut off at end of fiscal year. Retire to CF immediately. Destroy four years after cutoff.~~

GRS 20, Item 16

~~**Item 8: System Documentation.**~~

> ~~Disposition: **Temporary.** Destroy when no longer needed.~~

GRS 20, Item 11

Item 9: Official MCC Internet Website Files.
MCC public website (www.mcc.gov) which promulgates the agency mission, and services to the public and its partners.

> Disposition: **Temporary.** Capture a site snapshot at the end of the calendar year. Destroy/delete snapshots 3 years after capture.

Item 10. Official MCC Intranet Site.
MCC Intranet home page for employees and others granted access to agency Intranet. Web content including a full site map and working links to all additional pages and postings.

> Disposition: **Temporary.** Capture an Intranet snapshot at the end of the calendar year. Destroy/delete 7 years after capture.

GROOVE Database System

Collaborative networking application used by MCC field office and headquarters staff that allows for group participation in program and project activities.

Arrangement: Chronologically by transaction and subject

Item 11: Inputs: ~~Operations staff and transaction team enters in details pertaining to country-specific data on the process and status of Compact case project. Data includes case review, status, collaborative documents and reports, action items, and statistical information.~~

> ~~Disposition: **Temporary.** Delete/destroy source data after has been transferred to the master file and verified.~~
>
> **GRS 20, Item 2**

Item 12: Master File. Progress report and summary information of Compact to date including, budget, financial, assessment, monitoring, and implementation status.

> Disposition: **Temporary.** Cut off when compact/project is completed. Destroy/delete 3 years after cutoff.

Item 13: Outputs. ~~Ad-hoc reports, such as pending recommendations, action items, financial status, and status of recommendations and corrective action plans. The information from these reports is used for various internal and external reasons, such as reports to Congress.~~

> ~~Disposition: **Temporary:** Delete/destroy when no longer needed for current business.~~
>
> **GRS 20, Item 16**

Item 14: System Documentation.

> ~~Disposition: **Temporary:** Cut off when system is superseded or obsolete. Delete three years after cut off.~~
>
> **GRS 20, Item 11**

Financial Management System

Data related to all MCC operations financial transactions. The system is maintained by the Department of the Interior's National Business Center (NBC) in Colorado. The NBC processes all transactions into the Oracle Financial Management database system and provides access to MCC employees to retrieve data required for financial reporting and decision making.

Arrangement: Chronologically by MCC business unit and transaction. Based on module, information is arranged utilizing a sequential numbering system.

Annual Accumulation: 100 Gigabytes

Item 15: Inputs. ~~All transactions submitted by MCC staff are entered by the National Business Center utilizing manual/scanned/faxed documentation that is approved by specific MCC departments.~~

> ~~Disposition: **Temporary.** Destroy/delete hard copy documentation and input data upon verification of scanned image or image capture and validation of electronic information stored within Oracle.~~
>
> **GRS 3, Item 3**

Item 16: Master File. Financial transactions are referenced by a specific document number, which identifies its purpose within MCC financial operations. All transactions are entered and electronically time-date stamped in order to keep an accurate account of each transaction that has been entered and saved. The NBC Financial Systems Group continuously monitors transactions recorded by the MCC and informs the MCC of any abnormalities in the data that is entered.

> Disposition: **Temporary.** Cut off files at the end of the fiscal year. Electronic database and related documentation and information are maintained within Oracle system 7 years after business transaction or audit is closed.
>
> GRS 3, Item 3

Item 17: Outputs. Financial Reports to the various department heads, specifically the CEO or designees, Congress and the Department of the Treasury. Reports provide a comprehensive analysis of MCC financial operations, through corporate financial statements, reports based on a specific reporting requirement or information required for regulatory or audit purposes.

> Disposition: **Temporary.** Cut off financial statements at the end of the fiscal year. Delete/destroy periodic reports, ad hoc and internal financial documents when no longer needed for current business or audit purposes.
>
> GRS 20, Item 16

Item 18: System Documentation. All information is electronically archived based on NBC regulatory standards and kept at an off-site storage location and can be retrieved as required by MCC.

> Disposition: **Temporary.** Cut off when system is superseded or obsolete. Delete three years after cut off.
>
> GRS 20, Item 11

MAGIC Helpdesk Ticketing and Tracking System from BMC

MAGIC is a Helpdesk Service Desk Express system offered through BMC Enterprise Service Management (ESM) Software, http://www.bmc.com/. The system is used by MCC staff to log and track Helpdesk incidents, requests and calls. Users are able to enter their own tickets via an on-line web interface. Tickets are assigned a sequential number and are assigned to individual Helpdesk technicians. Once service requests are completed, tickets are closed out.

Arrangement: Chronologically by date and time and prioritized by status of requestor/user or magnitude of the incident.

Annual Accumulation: 750 Megabytes

Item 19: Input. Users are able to enter their own Helpdesk ticket via a web browser, they may electronic-mail (e-mail) the helpdesk, or place a service request via phone and a ticket will be created for them. The user is required to enter the general category of the service requested, i.e.

hardware, phones support, system and software applications, e-mail and a brief description of their problem.

> Disposition: Temporary. Destroy/delete source data once information placed in the Magic master database file.
>
> **GRS 24, Item 10**

Item 20: Master File. The back-end database is SQL Server.

> Disposition: Temporary. Complete history of all helpdesk tickets entered into the database are reviewed at the end of the fiscal year. All closed and completed helpdesk request tickets are destroyed/deleted one year later.
>
> **GRS 24, Item 10**

Item 21: Outputs. User is assigned and e-mailed a chronological ticket number and is able to check on the status and a history of their service requests over the web-based interface. Various standard reports are available to managers.

> Disposition: Temporary. Destroy/delete when one year old at the end of the fiscal year when no longer needed for reports, reviews or analysis.
>
> **GRS 24, Item 10**

Item 22: System Documentation. Standard proprietary application documentation, system capabilities, technical descriptions, operating manuals, and tutorial is available on-line via BMC Enterprise Service Management (ESM) enterprise job scheduling and output management software product line.

> Disposition: Temporary. Destroy/delete when superseded or obsolete.
>
> **GRS 24, Item 10**

MCC Project Management Tracking Files

Tracking tool used to communicate, plan, and control MCC compacts and projects during implementation and entry-into-force.

Arrangement: By project plan

Item 23: Inputs: Information is entered manually into the system.

Item 24: Master File: Datasets used to track hours or percent of completed activities against assigned tasks.

> Disposition: **Temporary**: Cut off when project database is inactive or closed. Delete one year after cut off.

Item 25: Outputs: ~~Ad-hoc and routine reports.~~

> ~~Disposition: **Temporary:** Cut off at the end of the fiscal year in which project is completed or designated as inactive. Destroy/delete 3 years after cutoff.~~

GRS 20, Item 16

Item 26: System Documentation. ~~Microsoft has an extensive library of application documentation and MCC has created specific user manuals that are stored in MCC document management system.~~

> ~~Disposition: **Temporary:** Cut off when system is superseded or obsolete. Destroy/delete 3 years after cutoff.~~

GRS 20, Item 11