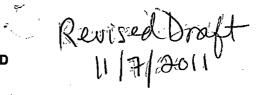
## **INACTIVE - ALL ITEMS SUPERSEDED**

3. MINOR SUBDIVISION Office of the Director  4. NAME OF PERSON WITH WHOM TO CONFER Tammy J. Strickler  5. TELEPHONE NUMBER DATE ARCHIVIST OF THE UNITED STATES 540-868-4363  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 1 page(s) are not needed now for the business for this agency or will not be	REQUEST FOR RECORDS DISPOSITION AUTHORITY				JOB NUMBER N1-065-10- / <b>8</b>		
1. FROM (Agency or establishment) Department of Justice  2. MAJOR SUBDIVISION Federal Bureau of Investigation 3. MINOR SUBDIVISION Office of the Director  4. NAME OF PERSON WITH WHOM TO CONFER Tammy J. Strickler  5. TELEPHONE NUMBER 540-868-4363  DATE ARCHIVIST OF THE UNITED STATES  Federal Archivist of the United States ARCHIVIST OF THE UNITED STATES  ARCHIVIST OF THE UNITED STATES  ARCHIVIST OF THE UNITED STATES  ARCHIVIST OF THE UNITED STATES  ARCHIVIST OF THE UNITED STATES  ARCHIVIST OF THE UNITED STATES  ARCHIVIST OF THE UNITED STATES  ARCHIVIST OF THE UNITED STATES  Telephone Number 540-868-4363  DATE ARCHIVIST OF THE UNITED STATES  ARCHIVIST OF THE UNITED STATES  Telephone number of with the provision of its records and that the records proposed for disposal on the attached 1 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.  TITLE Chief, Records Automation Section (for) Agency Records Officer  7. ITEM NO.  8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION  SUPERSEDED JOB CITATION (NARA USE ONLY)  The EPAS is a workflow system residing on the FBI				Date received 2/17/10			
Federal Bureau of Investigation  3. MINOR SUBDIVISION Office of the Director  4. NAME OF PERSON WITH WHOM TO CONFER Tammy J. Strickler  5. TELEPHONE NUMBER Tammy J. Strickler  5. TELEPHONE NUMBER 540-868-4363  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				NOTIFICATION TO AGENCY			
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Tammy J. Strickler  540-868-4363  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							
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DATE 2/4/2.cp SIGNATURE OF AGENCY REPRESENTATIVE Chief, Records Automation Section (for) Agency Records Officer  7. ITEM NO. 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION Enterprise Process Automation System (EPAS) The EPAS is a workflow system residing on the FBI	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						
7. ITEM NO.  8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION  9. GRS OR SUPERSEDED JOB CITATION  (NARA USE ONLY)  Enterprise Process Automation System (EPAS)  The EPAS is a workflow system residing on the FBI	DATE / SIGNATURE OF AGENCY REPRESENTATIVE			TITLE Chief, Records Automation Section			
The EPAS is a workflow system residing on the FBI			ND PROPOSED DISPOSITION	ì	9. GRS OR ERSEDED JOB	10. ACTION TAKEN	
Intranet to automate administrative processes.	·	The EPAS is a workflow system residing on the FBI			·		
		intranet to automate adminis	trative processes.				

## **INACTIVE - ALL ITEMS SUPERSEDED**



## **Enterprise Process Automation System**

The Enterprise Process Automation System (EPAS) implements a workflow system on the FBINET to serve as a standard for future automated business processes. One example of the benefit of this system is the automation of the professional staff hiring process. Cost to the Bureau of a slow and complicated staffing process included wasted time, excess costs, and the loss of potential quality hires due to frustration, or simply other jobs. This process was automated by utilizing EPAS to reduce the time required to coordinate administrative processes.

Administrative coordination processes that are performed by EPAS include, but are not limited to, system access request processing; processing of personnel actions beginning with issuance and coordination of a Standard Form 52; employee transfers; training request and budgeting system; automated special agent promotion program applications; employee awards; issue tracking system; employee clearance processing system; submission of intra-government payments and collections; submission of positions for inclusion in the Priority Hiring process; and professional staff hiring.

- Inputs: Users enter data to initiate a workflow process within EPAS. 1.
  - Disposition: TEMPORARY. Source data can be destroyed once input is verified as accurate and complete, unless the source data is necessary for incorporation into an employee official personnel file. (GRS 20.2(b))
- Outputs: Statistical Reports. Reports provided to management to document the 2. coordination and workflow tracking success of administrative processes.

Disposition: TEMPORARY. Delete/destroy once the report has been issued showing the results of the analyses, or when no longer needed for analytical purposes, whichever is longer. (GRS 20.12(a))

3. Master File:

> 'a. When the EPAS system initiates workflow actions to serve as data input sources for other systems:

Superseded by:

DAA-(β5-201-0003-0002) Disposition: TEMPORARY. Once the workflow has been initiated in the other system, DATE (MM/DD/YYYY): the data can be deleted from EPAS once verified as successfully uploaded, or in 3 years. whichever is longer.

> b. When the EPAS system initiates workflow actions to serve as data input sources for actions that will be completed and maintained in EPAS:

Disposition: Maintain in accordance with records disposition guidelines for the administrative process that has been completed and will be maintained within EPAS. For

## **INACTIVE - ALL ITEMS SUPERSEDED**

example, for System Access Requests, EPAS must maintain the records in accordance with the guidelines found in 319U20. (Filing instructions)

c. Audit Logs: Audit log information is directly-linked to the process.

Disposition: TEMPORARY. Audit log information can be deleted commensurate with the data of the process being audited following the disposition of the related data. (Filing instructions)

4. System Documentation:

Disposition: Destroy/delete when superseded. Destroy/delete final set of system documentation 1 year after termination of system.