# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-412-09-001

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 4/7/2021

## **ACTIVE ITEMS**

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

Item a, Electronic software program

Item c(1): Electronic data - Final data for budget records concerning 2016 and earlier agency budget submissions.

Item c(2): Electronic data - Working data

Item e(1): System documentation - Final data

# SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

DAA-GRS-2015-0006-0001 supersedes item c(1) for records concerning agency 2017 budget submissions and forward only.

Items b,d and e(2) are filing instructions

REQUEST FOR RECORDS DISPOSITION AUTHORITY				JOE	JOB NUMBER N/- 4/2-09-/		
	o· NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408				DATE RECEIVED 11/25/08		
1 FROM (Agency or establishment)					NOTIFICATION TO AGENCY		
U.S. Environmental Protection Agency							
2 MAJOR SUBDIVISION							
Budget Operations				1	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 Adisposition not approved≅ or Awithdrawn≅ in column 10.		
3 MINOR SUBDIVISION				ame			
Agency-wide							
4 NAME O	F PERSON	I WITH WHOM TO CONFER	5 TELEPHONE	DAT	TE ARCHIVIST OF THE	UNITED STATES	
John B. Ellis			202-566-1643	8/9	log Adriene	homas	
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 4 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,							
1				TITLE	TLE		
11/17/08 / Jhu 8. Ellis A				Agen	agency Records Officer		
7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION				9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)	
299	Budget Automation System (BAS)				NC1-412-85-9/3		
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# **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

Contact: Jackye HerzfeldTelephone: 202-564-4599

#### **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