REQUEST FOR RECORDS DISPOSITION AUTHORITY	JOB NUMBER N1-462-09-2
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001	Date received 9/14/09

1 FROM (Agency or establishment) U S Department of Agriculture	**NOTIFICATION TO AGENCY**
2 MAJOR SUBDIVISION Food and Nutrition Service	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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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 Financial Management	

4 NAME OF PERSON WITH WHOM TO CONFER Ricardo Romero	5 TELEPHONE NUMBER (703) 305-2570	DATE 30 Nov 10	ARCHIVIST OF THE UNITED STATES

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 _____ 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,

☑ is not required   ☐ is attached, or   ☐ has been requested

DATE 6/28/10 9/09/09	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	SEE ATTACHED *IPAS – The Integrated Program Accounting System*		

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Title: The Integrated Program Accounting System (IPAS) **Agency:** U S Department of Agriculture (USDA), Food and Nutrition Service (FNS) **Office:** Financial Management (FM) **NARA Disposal Authority:** This schedule authorizes the disposition of the record copy in any media (media neutral) Records designated for permanent retention must be transferred to the National Archives in accordance with NARA standards at the time of transfer **Description:** IPAS is a client-server, Oracle database, on-line system and runs on servers located at FNS Headquarters, Alexandria VA The purpose of the system is to support FNS' financial management and accounting operations **Disposition Instructions:** ~~Item a. Input~~ ~~The financial data comes from systems that feed data directly into IPAS and receive data from IPAS on a daily basis These systems include the internal Regional Office Administered Program (ROAP) systems, the Letter of Credit System (ASAP) operated by the Treasury Department, the Account Management Agent (AMA) system operated by the Federal Reserve (Richmond), and the USDA Departmental Accounting System (FFIS)~~ • ~~GRS 20, Item 5, ROAP N1-462-04-3~~		IPAS replaces the "Agency Financial Management System (AFMS), scheduled under N1-462-95-4, FNS Code 78

~~Varies. Following instructions for related files~~

Item b: <u>Master file/database</u>

Financial and programmatic data is entered on-line by users at the seven FNS Regional Offices and Headquarters The Integrated Program Accounting System (IPAS) provides a standardized approach to capturing, processing and disseminating accounting data with strict accounting controls Additionally, it provides various edits, which have been carefully defined for each financial table IPAS conforms to and supports the U S Standard General Ledger Data entry is an essential part of the accounting process IPAS provides seven distinct document entry windows for manual postings These windows are called Financial Processing Windows

- N1-462-09-XX

Temporary Cutoff master file annually, delete 7 years after cutoff

~~**Item c:** Outputs and Reports~~

~~Electronic Downloaded and Copies Data Derived data and data files that are copied, extracted, merged, and/or calculated from other data generated within the agency, when the original data is retained~~

~~Derived data used for ad hoc or one-time inspection, analysis or review, if the derived data is not needed to support the results of the inspection, analysis or review~~

~~Derived data that provide user access in lieu of hard copy reports that are authorized for disposal~~

~~• GRS 20, Items 12a&b~~

~~**Temporary.** Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes~~

~~Metadata or reference data, such as format, range, or domain specifications which is transferred from a~~

host computer or server to another computer for input, updating, or transaction processing operations

- GRS 20, Item 12c

Temporary. Delete from the receiving system or device when no longer needed for processing

Paper. Hard copy printouts created to meet ad hoc business needs. Printouts derived from electronic records created on an ad hoc basis for reference purposes or to meet day-to-day business needs

- GRS 20, Item 16

Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes, provided the printouts do not contain substantive information, such as substantive annotations, that is not included in the electronic records. (Printouts that contain substantive information should be disposed of in accordance with the NARA-approved schedule that covers the series in which they are filed.)

Item d: System documentation

- GRS 20, 11a1

Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium) relating to a master file, database or other electronic records

Temporary. Destroy or delete upon authorized deletion of the related electronic records (item b) or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is later