

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
		JOB NUMBER N1-374-09-7	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 9/29/09	
1 FROM (Agency or establishment) Defense Threat Reduction Agency		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Research and Development Enterprise (RD)		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Program and Integration Division (RD-BAP)			
4 NAME OF PERSON WITH WHOM TO CONFER Dorothea (DeeDee) Byrd	5 TELEPHONE NUMBER 703-767-5089	DATE 9/28/09	ARCHIVIST OF THE UNITED STATES [Signature]
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 this page 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, <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE 9/28/09	SIGNATURE OF AGENCY REPRESENTATIVE [Signature]		TITLE Records Officer, Chief of Information Management Branch
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Automated Grants Management System (AGMS) – See Attached		

Automated Grants Management System (AGMS) Records

Background

Automated Grants Management System- Unclassified (AGMS-U) will host, maintain, and manage a web-based capability to support end-to-end unclassified R&D grant and solicitation management processes (solicitation, award, and post-award management), and has the potential to interface with other federal websites, internal DTRA systems (e.g. financial systems) and database systems to include Grant.gov and Research.gov and to conduct important award management functions. The R&D performed is in chemical, biological, radiological, nuclear and high explosive (CBRNE) related areas.

The purpose behind AGMS is to serve as a single agency grant management system compliant with DoD application & status systems that allows external peer reviews, including access by unclassified and foreign users. Key Customer(s) include DTRA grant patrons, grant officer representatives and great technical points-of-contact. Key Product(s) include Unified Grant application management, technical external evaluations, grant status processing/award, and grant execution information/metrics. Essentially, AGMS will allow for consolidated grant and solicitation management for DTRA.

Item 1 Automated Grants Management System (AGMS)

Item 1a. Inputs

~~Inputs to AGMS are electrical source inputs covered by GRS 20, Item 2b and include registration information (from external sources), solicitations from DTRA (Broad Area Announcements (BAAs), Service Calls or Requests for Proposal), proposal submissions (from external customers), evaluations (from DTRA and external peer reviews), award information (from DTRA), and management of grant funds/project post-award (DTRA and Grant POCs).~~

GRS
20 2(b)

Item 1b. Automated Grants Management System (AGMS) Master File

File Number TBD (based on DTRA 5015.2)

Web-based system used to support unclassified Research and Development solicitation and grant management and related data including user registration, solicitation, proposal submission, evaluation, award and post-award management functions, such as preparation of related reports. The R&D performed is in chemical, biological, radiological, nuclear and high explosive (CBRNE) related areas. This includes records of Research and Development grants and solicitation management processes (solicitation, award, and post-award management).

Disposition Temporary Cut off at the close of each fiscal year Destroy when 25 years old

Item 1c. Outputs

~~The outputs to AGMS are covered by the GRS 20 item 16 and include hoc grant evaluation summary reports, grants management annual, quarterly reports, tracking reports and standard reports (deliverables)~~ GRS 20 16

Item 1d. Documentation

~~The system documentation disposition is covered under GRS 20, item 11a(1) and includes data systems specifications, file specifications, codebooks, record layout, user guides, output specifications, and final reports (regardless of medium) relating to a master file, database or other electronic records~~ GRS 20 11 a(1)