

Request for Record Disposition Authority

(See Instructions on reverse)

Leave Blank (NARA Use Only)

To: National Archives and Records Administration (NIR)
Washington, DC 20408

Job Number

NI-507-084

Date Received

12/27/07

1 From (Agency or establishment)

Department of Defense

2 Major Subdivision

Defense Finance and Accounting Service

3 Minor Subdivision

Entire Agency

4 Name of Person with whom to confer

Leona Jacob

5 Telephone (include area code)

317-510-5041

Date

WITHDRAWN

Archivist of the United States

Notification to Agency

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

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 2 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:

is not required is attached has been requested

Signature of Agency Representative

Leona Jacob

Title

Records Program Manager

Date (mm/dd/yyyy)

09/18/2007

7. Item Number	8. Description of Item and Proposed Disposition	9. GRS or Superseded Job Citation	10. Action taken (NARA Use Only)
1.	Defense Finance and Accounting Service (DFAS) 5015.2-M, Schedule 7901, Deployable Disbursing System (DDS). See attached 2 pages for description of the electronic system, associated records, and proposed disposition. <i>Withdrawn, 4/16/08</i>		

SCHEDULE 7901
Deployable Disbursing System (DDS)

7901. This schedule governs disposition of records maintained by the electronic Deployable Disbursing System (DDS). DDS is a completely-integrated, automated disbursing system which calculates, records, and executes disbursing transactions, providing a tool enabling tactically-deployed military finance offices to conduct disbursing operations in compliance with DoD 7000.14-R (DoD Financial Management Regulation [DoDFMR]), Volume 5 (Disbursing Policy and Procedures). DDS records information documenting financial transactions and, at the end of each business day, sends these data to numerous other military financial systems of record where they are maintained for audit and reporting purposes. DDS software default requires retention of data for at least 60 days to support internal audit and ensure the data are properly transmitted to their intended recipient systems of record. DDS does not "own" financial data, but rather makes them available to other military finance systems at multiple locations.

7901				
DEPLOYABLE DISBURSING SYSTEM (DDS)				
	A	B	C	D
RULE	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/DISPOSITION/ AUTHORITY
1.	System Inputs	Electronic files uploaded via interface with various electronic entitlement and accounting systems, or information in any format used for manual input.	DDS	Destroy/delete upon verification of input or when no longer needed to support the reconstruction of, or serve as backup to, the database, whichever is later. AUTH: GRS 20, Item 2. (7901/R1)
2.	System Content	Financial transaction data pertaining to accounting, vendor pay, travel pay, military pay, debt repayment, funds control, and the paper check conversion (PCC) and Uniformed Servicemen's Savings Deposit (USSD) programs.		Destroy/delete when 60 days old or after internal audit is complete, whichever is later. DDS is not a "system of record" that "owns" data. Rather, data are required in DDS only long enough to support internal audit and ensure their transfer to other systems of record. AUTH: (7901/R2)
3.	System Outputs	Interface files for export to other systems, reports, or other outputs in any and all media.		Destroy/delete when no longer needed for administrative, legal, audit, or other operational purposes. AUTH: GRS 20, Items 4, 5, 6 & 7. (7901/R3)
4.	System Documentation	Data systems specifications, file specifications, codebooks, record layouts, user guides, and output specifications, e.g., System Security Authorization Agreement (SSAA), Continuity of Operations Plans (COOP), System Change Requests (SCRs), and Interface Agreements	DDS PMO and the DFAS Systems Document Repository	Destroy/delete when superseded or obsolete, upon authorized destruction of the database, or when no longer needed for legal, audit, or other operational purposes, whichever is later. AUTH: GRS 20, Item 11. (7901/R4)

7901

DEPLOYABLE DISBURSING SYSTEM (DDS)

	A	B	C	D
RULE	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/DISPOSITION/ AUTHORITY
5.	Security Backup Files	Electronic copy of the master copy of an electronic record or file, retained in case the master file or database is damaged or inadvertently erased.	Archived within DDS by the Disbursing Office	Cut off when the identical records have been deleted, or when replaced by a subsequent security backup file. AUTH: GRS 20, Item 8b. (7901/R5)