

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
		JOB NUMBER NI-563-08-15	
To. NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		Date Received 1-24-2008	
1 FROM (Agency or establishment) Department of Homeland Security		NOTIFICATION TO AGENCY	
2 MAJOR SUB DIVISION Management Directorate		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Office of the Chief Administrative Officer, Mail Management			
4 NAME OF PERSON WITH WHOM TO CONFER Kathy Schultz	5 TELEPHONE 202-447-5075	DATE 7/15/08	ARCHIVIST OF THE UNITED STATES <i>John W. ...</i>
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 <u>1</u> page(s) are not needed now 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 the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE 1/16/08	SIGNATURE OF AGENCY REPRESENTATIVE <i>Kathleen A. Schultz</i>		TITLE Senior Records Officer
7 ITEM NO.	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	See attached sheet(s) for: Mail Management Business Intelligence Tool (MBIT) Inputs, Outputs and System Documentation are covered by GRS 20		

SA 7/23/08 copies sent to Agency, number

**U.S. Department of Homeland Security
Headquarters Systems Schedules**

Management

Mail Management Business Intelligence Tool (MBIT)

NARA # 21-563-08-15

The Department of Homeland Security (DHS) developed the Mail Management Business Intelligence Tool (MBIT) to collect and track meaningful performance metrics and program information from locations that process mail. DHS has over 2,000 locations conducting mail operations throughout the continental US and its territories, overseas, and aboard deployed DHS entities.

Management Directive 0590 and 0590.1 requires that all DHS Components report data on mail volume, expenditures, and performance. MBIT, accessible via a web-based interface, standardizes and consolidates the collection and reporting of this data in such a manner that DHS mail managers and administrators have a clear and quantifiable view of DHS mail operations to help in making informed management decisions regarding mail operations.

Master File / Data:

Mail Center Service, Performance, and Facility Data

The content includes expenditures, volumes, performance metrics, mail center specific address and personnel information, budget information collected from Mail Personnel throughout DHS (Federal and Contractor) and the US Postal Service Official Mail Accounting System (OMAS).

Data is maintained within the system for 5 years, then removed from the system and archived offsite for 10 additional years.

Disposition:

Cut off files at the end of the calendar year. Destroy/Delete 15 years after cutoff.