Request for Records Disposition Authority

(See Instructions on reverse)

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

1. From: (Agency or establishment)

U.S. Department of State

2. Major Subdivision

Population, Refugees and Migration

3. Minor Subdivision

PRM Executive Office   (PRM/EX)

4. Name of Person with whom to confer

Shelia A. Prince

5. Telephone (include area code)

(202) 261-8428

Leave Blank (NARA Use Only)

Job Number

N1-59-09-7

Date Received

4/8/09

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

Date 6/22/09

Archivist of the United States Adrienne Thomas

6. Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the diposition 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 note 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   [ ] is attached   [ ] has been requested

Signature of Agency Representative

Tasha M. Thian

Title

Agency Records Officer

Date (mm/dd/yyyy)

3/31/09

7. Item Number	8. Description of Item and Proposed Disposition	9. GRS or Superseded Job Citation	10. Action taken (NARA Use Only)
	See Attached Schedule		

Bureau of Population, Refugees and Migration (PRM)
Abacus Program, Budget and Funds Tracking System
Records Disposition Schedules

The Abacus database enables the Bureau of Population, Refugees and Migration (PRM) to capture, store, and track details of program funding actions. The database is used as a tool for the development of PRM annual budget requests, to provide easy comparison of obligations and disbursements by individual organizations and projects and to meet the detailed reporting requirements of the Department, the Office of Management and Budget and of the Congress.

1a.	**Abacus Program, Budget and Funds Tracking System**
Description:	**a. System Stored Data File**

System contains project names, creation dates, approval dates, funding amounts, and other information from grants, agreements, proposals, budgets, and obligation, disbursement and other financial documentation from Non-Governmental or International Organizations and the Department from 2005 to the present.

Data searchable by available data fields, including funding sources, dates, keywords, organization awardees, program officers, and program/project.

Information used for data entry comes from proposals, grants and agreements, and obligation and disbursement documentation.

Disposition: Temporary. Cutoff at end of fiscal year when funds obligated. Destroy 10 years after cutoff or when no longer needed for agency business, whichever is later.

DispAuthNo:

1b. **Abacus Program, Budget and Funds Tracking System**

Description: **b. System Outputs**

Status reports, congressional reports, financial and budget reports.

Disposition: Temporary. Destroy when no longer needed.

DispAuthNo:

1c. **Abacus Program, Budget and Funds Tracking System**

Description: **c. Documentation**

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Data systems specification, file specifications, security plans, audit recommendations, codebooks, record layouts, user manuals, output specifications, and final reports relating to master file, database or other electronic records.

Disposition: Temporary. Destroy upon authorized deletion of the related electronic records or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is later.

DispAuthNo: GRS 20, Item 1a(1)

1d. **Abacus Program, Budget and Funds Tracking System**

Description: **d. Backups of Files**

Stored data file is backed up to tape on a weekly basis. Duplicates tapes are rotated offsite to the upgrade contractor, Agency for International Development (USAID), to ensure data availability in case of disaster.

Disposition: Temporary. Delete when the identical records have been deleted, or when replaced by a subsequent backup file.

DispAuthNo: GRS 20, Item 8b

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