Request for Records Disposition Authority	Leave Blank (NARA Use Only)

Request for Records Disposition Authority

(See Instructions on reverse)

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

1 From (Agency or establishment)

US Department of State

2 Major Subdivision

Bureau of Administration

3 Minor Subdivision

Office of Global Publishing Solutions

4 Name of Person with whom to confer	5 Telephone (include area code)
Alice L Murray	(202) 261-8339

Leave Blank (NARA Use Only)

Job Number

NI-59-10-17

Date Received

6/10/10

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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	Archivist of the United States
18 Jan 11	

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 ___6___ 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) 05-25-2010

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)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

BUREAU OF ADMINISTRATION
OFFICE OF GLOBAL PUBLISHING SOLUTIONS

1. **MMS Intranet Database (MMS – now GPS - Intranet Site)**

Description: The MMS (now GPS) Intranet site is the primary Intranet site for all matters pertaining to the Office of Global Publishing Solutions (GPS) It is an unclassified, OpenNet intranet site that contains Department resources such as the Telephone Directory, Department Notices, Post Reports, and GPS product and service information   From the MMS (now GPS) Intranet Site, customers can lease a copier using DS-1863, Request for Acquisition of Photocopier, obtain copier supplies, access the Certificates On-line application to produce certificates; download official photos of the President, Vice President and Secretary of State, and place an order for framing these photos, read Department Notices and Announcements, submit Notices/Announcements for posting, and obtain archived Notices/Announcements, obtain post information (key officers, holidays, phone numbers, etc), and view and edit post reports

Disposition: Temporary Delete or destroy when superseded or no longer needed

DispAuthNo: Pending (New)

2. **Department Notices/Announcements**

Department Notices or Announcements (hereafter referred to as Notices) are used to disseminate general information to Department staff domestically and worldwide Subjects that may be covered in a Notice are outlined in the Foreign Affairs Handbook (FAH), and include the following   (1) appointment or assignment of office directors or above, (2) interim organizational changes and/or office relocations, (3) establishment of discontinuance of general services, (4) reminders of operational processes and procedures, (5) announcements of products and services offered by Department elements, and (6) events or information of interest to the general Department population

Disposition: Temporary Cutoff at the end of the calendar year Delete/destroy when 10 years old or no longer needed, whichever is later

DispAuthNo: Pending (New)

3. **Post Reports**

Each embassy prepares a Post Report that covers all posts within the embassy's jurisdiction Post Reports provide relevant facts and useful information regarding the diplomatic missions in each country   They are aimed at new personnel transferring to and overseas post, but are also helpful to anyone wishing to learn more about a country and in particular the US missions in that country   Post reports were formerly published in bound paper copies that were updated every 3-5 years   GPS now publishes post reports as electronic documents that may be updated by post content managers in geographic bureaus as information changes, thus current post reports are "living documents "

Disposition: Temporary. Destroy when superseded, obsolete, or no longer needed

DispAuthNo: Pending   Supersedes NARA Job No. N1-59-96-17, item 1

4.   **Electronic Printing Management System (EPMS)**

4a.   **Electronic Printing Management System (EPMS)**

Description: a. EPMS Database

EPMS is an online job tracking system used to track printing jobs as they move through the production process   Data is manually entered into EPMS from the DS-5, Requisition for Publishing, Reproduction and Distribution Services   EPMS also provides billing and financial reporting for input into the Central Financial Management System (CFMS)   EPMS tracks all jobs prepared by GPS, generates tickets for workflow, and maintains billing data   It is the only source for recording print jobs and fiscal data associated with each job

Disposition: Temporary   Destroy or delete when 7 years old, or 7 years after the date of the latest entry, whichever is applicable

DispAuthNo: Pending (New)

4b.   **Electronic Printing Management System (EPMS)**

Description: b. Job Request Files

Includes all documents related to service requests received by the GPS Customer Service Center. Files are maintained by job number and are blocked by fiscal year

Disposition: Temporary Upon completion of the job, retain proofs, requisitions, funding data, and Customer Service Tracking Sheet in GPS File, and return all other job-related materials to the requesting office upon completion of job, or when no longer needed. Destroy GPS File 7 years after completion of job

DispAuthNo: Pending Supersedes NARA Job No NN-171-142, item 9

4c.   **Electronic Printing Management System (EPMS)**

Description: **c. Working Capital Fund Billing Files – Service Requests**

Consists of copies of the DS-5, Requisition for Publishing, Reproduction and Distribution Services, showing approval and funding data for all jobs billed through the Working Capital Fund (WCF) A copy of the signed DS-5 and the Job Tracking Sheet are given to the billing department to collect payment Documents are filed by Job Number in fiscal-year blocks

Disposition: Temporary Cut off upon completion of job Destroy 5 years after completion of job

DispAuthNo: Pending (New)

5.   **Procurement Files (AQM)**

Description: Copies of contracts, requisitions, purchase orders, invoices and related correspondence.

Disposition: Cut off upon final payment Destroy 5 years after final payment, or when no longer needed, whichever is later

DispAuthNo: Pending (New)

6.   **GPO Request Files**

6a.   **GPO Request Files**

Description: **a. GPO Tracking System (GPO)**

GPO tracks all routing and financial information associated with printing jobs sent to the Government Printing Office (GPO) for production It provides an

easy-to-use user interface, cost tracking, job tracking, pre-filled forms and reporting It does not directly interface with any GPO electronic systems The application generates Form SF-1, Printing and Binding Requisition to the Public Printer, and assigns a number for tracking purposes

Disposition: Temporary Cut off upon completion of job Delete or destroy 10 years after completion of job, or when no longer needed, whichever is later

DispAuthNo: Pending (New)

6b. **GPO Request Files**

Description: **b. GPO Procurement Files**

Consists of Copies of Publishing Services Requisition, Purchase Order, Invoice, Receiving Report, Voucher (SF-1), and invoices, requisition, specifications, and related correspondence

Disposition: Cut off upon completion or cancellation of requisition. Destroy 10 years after completion or cancellation of requisition, or when no longer needed, whichever is later

DispAuthNo: Pending (New)

7. **Asset Management Files**

Description: **Service Reports**

Copies of inspection reports, inventory reports, invoices, maintenance, purchase orders, receiving, rentals, requisitions, supplies, and usage reports related to equipment

Disposition: Cut off upon disposal of equipment Destroy 2 years after disposal

DispAuthNo: Pending. Supersedes NARA Job No NN-171-142, item 10

8. **Copier Management Tracking System (C*Track)**

8a. **Copier Management Tracking System (C*Track)**

Description: a. Database

Client-server application used to track 900+ copiers bought and leased to offices throughout the Department of State   Used to track meter readings and generate invoices for billings

Data includes copier inventory, billing records, usage data, and vendor data C*Track provides job-related data on all customer jobs, connects to cost estimating package, provides workflow capability for job progression, generates reports showing job status as well as custom reports, records additional job information during production process, generates statistical reports on number of jobs, billed amounts, types of jobs, etc, and communicates job status to Customer Service

Disposition: Temporary   Cut off 2 years after the date of last entry or when equipment is surplussed   Destroy or delete 10 years after the date of the last entry or when equipment is surplussed, whichever is applicable

DispAuthNo: Pending (New)

8b.   **Copier Management Tracking System (C*Track)**

Description: b. Working Capital Fund Billing Files – Copiers

Includes Request for Acquisition of Copier (DS-1863) which provides funding authorization, and related correspondence

Disposition: Temporary   Cutoff when copier is disposed of   Destroy 5 years after disposal of copier

DispAuthNo: Pending (New)

9.   **Distribution Database**

Description: Database includes addresses for all overseas embassies, consulates and missions, Department offices, and foreign embassies in the District where publications may be distributed   These lists are maintained by code and are used for distributing completed routine jobs   Lists for non-routine jobs are not retained

Disposition: Temporary   Delete or destroy when superseded or no longer needed

DispAuthNo: Supersedes NARA Job No NN-171-142, item 11

Revised following NARA Appraisal Meeting 08/19/2010