REQUEST FOR RECORDS DISPOSITION AUTHORITY

JOB NUMBER   N1-115-08-*1*

To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001

Date received   *11/5/07*

1. FROM (Agency or establishment) Department of the Interior	**NOTIFICATION TO AGENCY**
2. MAJOR SUBDIVISION **Bureau of Reclamation**	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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 Information Management Division – 84-21300	

4. NAME OF PERSON WITH WHOM TO CONFER Roy Wingate	5. TELEPHONE NUMBER 303-445-2058	DATE *4/14/08*	ARCHIVIST OF THE UNITED STATES *Allen Weinstein*

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 ___*1*___ page(s) 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,

     ☒ is not required   ☐ is attached; or   ☐ has been requested.

DATE November 13, 2007	SIGNATURE OF AGENCY REPRESENTATIVE Roy Wingate / Signed *Roy Wingate*	TITLE **Bureau Records Manager**

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Technical Service Center Management Information System (TSCMIS). TSCMIS supports Technical Service Center's financial billing process and project management. TSCMIS provides automated support to TSC engineering organization business processes and activities that relate to reimbursable engineering and analytical services for its clientele.		

5/2/08 Copies sent to agency, NR 1 DWM

115-109   PREVIOUS EDITION NOT USABLE   **STANDARD FORM 115** (REV. 3-91)
Prescribed by NARA 36 CFR 1228

ITEM #	TITLE/DESCRIPTION	RETENTION & DISPOSITION
1	**INPUTS.** Time and attendance, account structure, employee information, and budget and schedule information. Some of the data is derived from the following systems: Time and Attendance System (TAAS); Corporate Data Warehouse (CDW). In real time, TSC employees also input budget and schedule information.	**TEMPORARY.** Delete when data have been entered into the master file and verified. (GRS 20, 1b).
2	**MASTER FILES.** Financial data, billing rates, resource usage, tasks, and project management data from 1996 to the present. Also includes service agreement data including staff hours, hourly rates, project titles, staff resources, schedules etc.	**TEMPORARY.** Retain in agency and migrate to new system software if appropriate. Destroy 10 years after project closure.
3.	**OUTPUTS.** Billable rate files summarized by organization code and account structure that brings in revenue to the TSC. Accrual file created to aid the Finance Division in meeting its goals of monthly and quarterly accrual accounting.	**TEMPORARY.** Reports are generated by pulling data from accessible tables. TSCMIS output reports are generated by individual users and retained under other records series.
4.	**SYSTEM DOCUMENTATION.** Certification and accreditation documents, user manual, and system feature specifications.	**TEMPORARY.** Destroy or delete when superseded or obsolete, or upon authorized deletion of the related master file or database. (GRS 20, 11a1)
5.	**BACKUPS OF FILES.** Quarterly, monthly, weekly, and daily backups. Incremental and full backups for temporary records described above.	**TEMPORARY.** Delete when the identical records have been deleted, or when replaced by a subsequent backup file. (GRS 20, 8b).
6.	**SUPPORTING DOCUMENTATION.** E-mail messages and other communications between clients and the TSC regarding approvals, service agreement changes, etc.	**TEMPORARY.** Retain 10 years from project closure and destroy.