

MAR 24 2009 *unc*

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-115-09-1	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>3/24/09</i>	
1. FROM (Agency or establishment) Department of the Interior		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Bureau of Reclamation			
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 <i>7/21/2009</i>	ARCHIVIST OF THE UNITED STATES <i>Susan R. Cummings</i> <i>Acting DWM</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 _____ 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,			
<input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE March 24, 2009	SIGNATURE OF AGENCY REPRESENTATIVE <i>Roy Wingate</i> 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 GRS OR SUPERSEDED JOB CITATION	10.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)
	BUREAU OF RECLAMATION Program and Budget System PABS is an automated tool for Budget Formulation and tracking that provides for programming and budgeting Reclamation's appropriated projects and activities in a standard format. It is used by the Commissioner's Office to control the official Program and Financing documents which present those projects and activities to Congress, OMB, and the Department. The system allows Reclamation offices to build, maintain, and monitor budget records for the agency's projects/activities from multiple perspectives. These are: Macro-level, Mid-level, and Micro-level. The Macro-level contains data from the Commissioner's Office perspective. The Mid-level contains data from the regional and/or area office perspective. The Micro-level contains data from individual organizational or operating office perspective.	<i>GRS 5, items 2 & 3.</i>	

ITEM NO	TITLE/DESCRIPTION	RETENTION & DISPOSITION
1.	<p>INPUTS Data are input directly by budget personnel throughout Reclamation via a centralized multi-functional driver program through a menu pick option.</p> <p>a. Non electronic documents or forms designed and used solely to create, update or modify the records in the master file and not required for audit or legal purposes (such as need for signatures) and not previously scheduled for permanent retention in a NARA approved agency records schedule.</p> <p>b. Electronic records created by the Bureau and entered into the system during an update process, and not required for audit and legal purposes.</p>	<p>TEMPORARY Destroy after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to the electronic record. [GRS 20, item 2a(4)]</p> <p>TEMPORARY Delete when data have been entered into the master file or database and verified, or when no longer required to support reconstruction of, or serve as backup to a master file or database, whichever is later. [GRS 20, item 2b.]</p>
2.	<p>MASTER FILES – Electronic information which allows Reclamation offices to create, monitor, and maintain budget information and data of the agency's projects, programs, and activities from multiple sources such as the Commissioner's Office, Regional Offices, and local Area or program offices; including related metadata and indexes.</p>	<p>TEMPORARY – Delete or destroy in agency 6 years after fiscal year closure of project or program activity, or when no longer needed for administrative, legal, audit, or other operational purposes, whichever is later.</p> <p>Supersedes GRS 5 Items 2 and 3.</p>
3.	<p>OUTPUTS Hard copy reports and flat sequential files generated or printed. Electronic files consisting solely of records extracted from the PABS master file.</p>	<p>TEMPORARY Delete when no longer needed for administrative, legal, audit, or other operational purposes, provided the printouts do not contain substantive annotations that is not included in the electronic version. [GRS 20, item 16]</p>
4.	<p>SYSTEM DOCUMENTATION – Data specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports relating to the PABS master files (item 2 above).</p>	<p>TEMPORARY Destroy upon successful migration of the records and data to new technology and software or when no longer required for legal or operational purposes. [GRS 20, item 11a(1)]</p>

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5.	BACKUP TAPES Files identical to PABS Master File records (item 2 above) required for full system restoration.	TEMPORARY Delete or destroy when the identical records have been deleted, or when replaced by a subsequent backup file. [GRS 20, item 8b]