INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-115-09-003

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Covered by GRS 1.1, item 030 (DAA-GRS-2013-0003-0004). GRS retention is 2 years but flexible, so BOR's 3 years is authorized by the GRS item.

Date Reported: 05/04/2021

REQUEST FOR RECORDS DISPOSITION AUTHORITY	JOB NUMBER N1-115-09-__3__

To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001	Date received _3/20/09_

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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 _7/28/09_	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 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,

☒ is not required   ☐ is attached, or   ☐ has been requested

DATE March 16, 2009	SIGNATURE OF AGENCY REPRESENTATIVE _Roy Wingate_ 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 MOVEABLE PROPERTY SYSTEM (MPS). MPS provides an automated capability for managing system controlled government owned, or leased assets (other than real property. The MPS includes inventory recording; property tracking; financial maintenance of individual costs and current values; and, performance of depreciation and replacement calculation for capitalized property. MPS supports Reclamation's business responsibility to inventory system controlled personal property, and additional financial responsibility to account for capitalized personal property. Reclamation is required to perform the above functions as dictated in the Federal Management Regulation and the Federal Property Management regulation (FPMR). The records of property in MPS are constantly manipulated, corrected, updated, transferred, dropped, reinstated, loaned, returned, and upgraded. The Property Control Number (PCN) is the primary unit.	GRS 4 Item 2.	

~~1~~	~~**INPUTS.** Information is manually entered into mps including acquisition or transfer documents such as purchase orders, receiving reports, and property vouchers~~	~~**TEMPORARY** — apply previously approved schedules in IMH that cover these types of documents [GRS 20, ITEM 2A(3)]~~
2	**MASTER FILES.** MPS data is composed of all defining, logistic, ownership, and financial details about the system controlled property items described in the schedule introduction The qualification of property for inclusion in MPS is determined by agency set thresholds and other factors such as accountability and capitalization MPS transfers financial transactions monthly to the DOI-National Business Center for processing in the Federal Financial System	**TEMPORARY** – Delete or destroy in agency 3 years after property disposal, transfer, or when no longer in Government service, whichever is later Supersedes GRS 4, item 2
~~3~~	~~**OUTPUTS.** Monthly financial transaction data files and reports Printed or electronic user defined reports or other information such as quarterly summary reports, annual reports, monthly financial transaction data files, and ad hoc reports These reports are used to determine property accountability, inventory, budgets, depreciation, working capital fund information, replacement needs, replacement funding information, and to support other financial management decisions~~	~~**DISPOSITION.** Use the disposition mandated in the IMH, Vol II for the specific temporary records series in the Property Management (PRM) chapter~~
~~4~~	~~**SYSTEM DOCUMENTATION.** Data specifications, file specifications, codebooks, record layouts, user guides, output specifications, systems operation manuals, and final reports relating to the master files~~	~~**TEMPORARY** – Delete or destroy upon successful migration to a new system or when the system is no longer needed for administrative, legal, audit, or operational purposes, whichever is later [GRS 20, item 11(1)]~~
~~5~~	~~**BACKUP TAPES.** Files identical to records authorized for disposal in a NARA-approved records schedule~~	~~**TEMPORARY** – Use the normal NetBackup protocol and schedules for MPS backups as provided by the Unix/DG System Administrator Deletion/destruction is allowed when the identical records have been deleted, when replaced by a subsequent backup file [GRS 20, item 8b]~~