REQUEST FOR RECORDS DISPOSITION AUTHORITY	JOB NUMBER NI-237-09-12

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

Date received 9-21-2009

1 FROM (Agency or establishment) Federal Aviation Administration	**NOTIFICATION TO AGENCY**
2 MAJOR SUBDIVISION Enterprise Services Center, ESC	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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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 ESC Office of Information Technology, AMI-002	

4 NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE NUMBER	DATE	ARCHIVIST OF THE UNITED STATES
Mike Myers	405-954-3201	03·19·2010	Paul M. Wester (NWM)

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 9/17/09	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE Records Officer

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	Contract Management Information System (CMIS) - Collects and reports on contract activities (i e , Purchase Requests, Delivery Orders, and Billing Invoices based on the Task Numbers, Skill Levels, Skill Costs, Appropriation Codes, etc) The Contracting Officers (COs), Contracting Officer Representatives (CORs) and/or Contracting Officer Technical Representatives (COTRs) enters this information directly into the CMIS application, therefore, there are no specific related input records The accounting/contract information is provided to the CO though communication channels that they are part of due to their role The CO then either enters this information or shares it with the COR and he/she enters it Contractor hours are entered and tracked, then reconciled to invoices provided by the contracting company		

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION
	a MASTER FILES Contract Management Information System (CMIS) data CMIS is chiefly an information recording/reporting and a statistic review system and it executes no financial or management transaction. The system does not contain Personally Identifiable Information A SORN or PIA is not required **Disposition** TEMPORARY Cut off at the end of the fiscal year in which contract is terminated Delete/Destroy 7 years after cut off **Business Rationale:** FAA/ESC business processes integrate internal control processes to ensure the contract information is validated prior to making invoice payments The 7 year retention will make the integration easier to maintain electronically b OUTPUTS **1) Ad hoc reports and printouts** **Temporary. Delete** when no longer needed for administrative, legal, audit, or other operational purposes (GRS 20 Item 16) **2) System Documentation** Temporary Destroy/delete 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, (GRS 20 Item 11(a)(1)	Exception to GRS 3, 3

FAA Electronic Records Inventory Form for Scheduling

A. DESCRIPTION	
1. System/application full name and acronym	Contract Management Information System (CMIS)
2. If applicable, please provide the full names and acronyms of the subsystems/applications of the above system/application contains.	None
3. Description of the content, function and purpose of the records in this system/application.	Contract Management Information System (CMIS) - Collects and reports on contract activities (i.e., Contracts, Tasks, Employees, Allocations, Adjustments, Hours, Rates, Invoicing. Contracting Officers (COs), Contracting Officer Representatives (CORs) and/or Contracting Officer Technical Representatives (COTRs) enters this information. The accounting/contract information is provided to the CO though communication channels that they are part of due to their role. The CO then either enters this information or shares it with the COR and he/she enters it. Contractor hours are entered and tracked, then reconciled to invoices provided by the contracting company.
4.What is the legal basis for or FAA Order under which these electronic records are created? In other words, which Federal regulation or FAA Order describes the records in this system/application in more detail and/or describes the business process by which they are crated?	E-Government Act of 2002 Records Organization, Transfer, and Destruction 1350.15C
5. What documentation is available that describes the content, purpose, and function of the records in this system/application?	Privacy Threshold Analysis (PTA)
6. What is the date span of the electronic records contained within the system/application? **(This applies only to permanent rcords.)**	2000 to current
7. What is the estimated current volume of these electronic records? **(This applies only to permanent records.)**	Invoices = 3,668 Tasks= 194 Employees = 1296

8. What is the estimated projected annual accumulation of these electronic records? **(This applies only to permanent records.)**	Approximately 407 invoices are added annually * *based upon average for last nine years*
B. CONTEXT	
9 Which functional area do these electronic records support (please refer to FAA Order 0000.1G, FAA Standard Classification System)?	Not sure – There is information taken from a Contract and inputted into the CMIS. The data is then validated to ensure that the invoice is accurate for payment.
10. Does this system/application contain records that are duplicated in another system/application elsewhere? If yes, please explain and cite related disposition authority, if applicable.	Not sure – Prism has the original contract information and CMIS is used internal to ESC for "Check and Balance/Validation" purposes.
- INPUTS -	
11. What are the sources of input to this electronic information system/application?	The input records are the actual Contracts. The COTRs input the required metadata into CMIS.
12. Are the inputs scheduled? If so, identify the associated agency file code and/or NARA authority number with the disposition instruction associate with that file code/disposition authority.	4400 Acquisition and Procurement I did not find a specific series code in FAA 1350.15C but we may be able to use GRS 20 Item 4.
13. Do the source or input records contain information that is or cannot be captured in the system/application? If yes, please explain.	Yes - There is information taken from a Contract and inputted into the CMIS.
14. If the inputs are not scheduled *(the answer to #12 is "no")* and they contain information not in the system/application *(the answer to #13 is "yes")*, please provide any proposed disposition instructions.	N/A
15. If the system/application is replacing hardcopy records with electronic records, what is the scope of the automation?	N/A
- OUTPUTS -	
16. Are any outputs from this system/application more than ad hoc printouts? If yes, please describe these non-ad-hoc printouts. If no, please skip to #19.	No
17. Are any existing non-ad-hoc printouts scheduled? If yes, identify the associated agency file code and/or NARA authority number and skip to #19.	No

18. Please provide proposed disposition instructions for any unscheduled non-ad-hoc printouts.	N/A
C. DISPOSITION INFORMATION FOR THE MASTER FILE RECORDS	
19. Should all of the records in the master file be disposed of in the same way? If not, please respond to the questions in this section multiple times (one time for each different disposal instruction for the master file.)	Yes
20. Recommend whether these records have temporary or permanent value.	Temporary
21. Cutoff instruction:	All records are currently retained in CMIS database. Cut off at the end of the fiscal year in which contract is terminated.
22. Retention period before destruction of these records **(for temporary records):**	Delete/Destroy 7 years after cut off.
23. Do these **temporary records** have a legal rationale behind their retention period? If so, please cite the applicable law, regulation, or guidance and explain how it impacts the proposed retention period.	No
24. Accession instruction **(for permanent records):**	N/A
25. **If these records are permanent,** what is the estimated year they will first be transferred to the National Archives?	N/A
26. Have these electronic records been scheduled before? If so, please provide the superseded NARA disposition authority number and the disposition instruction associated with that disposition authority.	Yes – GRS 24 Item 10-b – Destroy/delete when 1 year old or when no longer needed for review and analysis, whichever is later.
27. **If these records are temporary,** and the proposed retention period (in Box 22) is different from a related previously approved disposition authority (cited in Box 26 or Box 12), please proved the justification for the newly proposed retention period	ESC has decided to use CMIS for our internal control process to ensure the contract information is validated prior to making invoice payments.
D. PRESERVATION-RELATED INFORMATION (This section applies only to systems/applications with permanent records.)	
28. Does this system contain any of the following: PDF images, scanned documents, digital photographs, digital geospatial data, email, or web content? If	No

so, please specify. NARA has additional technical questions for permanent records in these formats.	
29. If this system/application is a database, can the records within it be transferred to the National Archives in a way that is hardware and software independent? If not, please explain.	Yes
E. POC INFORMATION	
30. Who is the point of contact who is technically responsible for the system/application and what is their contact information?	Sarah Grayson Application Solutions Branch, AME-520, (405) 954-0805 Sarah.Grayson@faa.gov
31. Who is/are the content owner(s)/manager(s), what office are they in, and what is their contact information?	**System Owner** Mike Myers, AMI-2 (405) 954-3201 Mike.Myers@faa.gov **AMZ Records Coordinator –** Frank Leon-Guerrero, ESC Management Support Staff, AMK-10 (405) 954-8943 Frank.leon-guerrero@faa.gov
32. May the National Archives contact these individuals with follow-up questions (if necessary) independent of the Records Management Office?	Yes