

Request for Records Disposition Authority

Records Schedule Number DAA-0557-2013-0001

Schedule Status Approved

Agency or Establishment Federal Motor Carrier Safety Administration

Record Group / Scheduling Group Records of the Federal Motor Carrier Safety Administration

Records Schedule applies to Major Subdivision

Major Subdivision Federal Motor Carrier Safety Administration (FMCSA)

Minor Subdivision Office of the Chief Financial Officer

Schedule Subject FMCSA Use of HHS/ACF Grants Center of Excellence System

Internal agency concurrences will be provided No

Background Information New schedule item FMCSA is a member of the Department of Health and Human Services, Administration for Children and Families Grants Center of Excellence (COE) GrantsSolutions, the grants workflow system used by the COE, is approved as an official system of record by NARA schedule (N1-292--09-1) FMCSA request the use of GrantSolutions an an official system of record for its grants process as well

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0557-2013-0001

Sequence Number	
1	Grant Solutions Disposition Authority Number DAA-0557-2013-0001-0001

Records Schedule Items

Sequence Number	
1	<p>Grant Solutions</p> <p>Disposition Authority Number DAA-0557-2013-0001-0001</p> <p>Grant Solutions provides business solutions to grants officers and specialists to manage their grant programs and process grant applications from receipt through award. Financial information is exchanged electronically with the U S Department of Health and Human Services' Unified Financial Management System (HHS UFMS) enterprise financial system, and standards are being developed to interface with any financial accounting system. Grant Solutions data are provided in the following segments and include, but are not limited to these fields: Grant Preparation – Announcement, CFDA, Funding Category, Grant Application, Panel, Panel Review, Criteria, Program, Review, Reviewer, Score; Grant – Action, Grant Entity; Grantee – Address, department, person, Sub Grantee; Post Award – Audit Attributes, Audit Follow-up, External Audit, Goal, internal Audit, Objective, Performance Measure, and Real Property; Financial – Allotment, Apportionment, Appropriation, Approved Financial Data, Commitment.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>GRS or Superseded Authority Citation N1-292-09-1, Item 1</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff at the end of fiscal year after closeout</p> <p>Retention Period Destroy 6 year(s) and 3 month(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified

Signatory Information

Date	Action	By	Title	Organization
12/12/2012	Certify	Herman Dogan	Records Management Officer	Federal Motor Carrier Safety Administration - Analysis Division
05/28/2013	Submit for Concurrence	Jim Cassedy	Appraiser	National Archives and Records Administration - Records Management Services
05/30/2013	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
06/03/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
06/04/2013	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist