REQUEST FOR RECORDS DISPOSITION AUTHORITY

JOB NUMBER
N1–064–05– 9

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

Date received
8-26-2005

1 FROM (Agency or establishment)	NOTIFICATION TO AGENCY
National Archives & Records Administration	

2 MAJOR SUBDIVISION	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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10
Office of Regional Records Services	
3 MINOR SUBDIVISION	

4. NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE NUMBER	DATE	ARCHIVIST OF THE UNITED STATES
Richard Marcus	301-837-1942	1/27/06	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 __4__ 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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
AUG 2 3 2005	Richard W Marcus	NARA Records Officer

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Records Center Program Billing System (RCPBS) See attached page(s)		

sd 2/3/06 Copies sent to Agency, NWMD, NWME, NR, NW CT

File No. xxx: Records Center Program Billing System (RCPBS)

RCPBS is the automated financial "charge-back" system for collection, transaction generation, accounting, and invoicing of Federal agencies for the storage and servicing of Federal records stored at NARA's federal records centers. NARA's Records Center Program (RCP) and Revolving Fund employ this web-based data entry system. RCPBS allows NARA to produce customer invoices and export these invoices to the General Services Administration (GSA) for billing Federal agencies. RCPBS captures raw workload data from the records centers, translates that workload data into transactions, and then processes those transactions through an accounting package in order to produce invoices and data files for input to the General Services Administration (GSA).

The RCPBS is a hybrid of five distinct and loosely coupled subsystems: Data Collection, Transaction Generation, Accounting, Reporting, and System Administration. These subsystems are developed and executed using different Commercial-Off-The-Shelf (COTS) tools and in environments that are specifically suited to the needs of the users and the functional requirements of that subsystem.

The Data Collection subsystem captures, stores, and registers the raw workload data so they can be processed by the Transaction Generation subsystem.

The Transaction Generation subsystem transforms the raw data by filtering it through RCPBS business rules. These business rules classify the data by identifying the service that was rendered and recording the records center that rendered the service. The rules also determine the organizational unit of the customer that incurred the charge, calculate the cost of the service, and distribute the charge to the appropriate RCP accounts.

The Accounting subsystem then uses these populated accounts to create ledger entries that are then queried to produce invoices and billing reports that can be submitted to the customer and to GSA for payment.

The Reporting subsystem provides workload and billing reports and the System Administration subsystem provides the means and framework to maintain the data and execute the processes in the other four subsystems.

1. Input/Source Documentation:

Records include customer service requests and internal NARA-generated operational data used to process RCP service requests, track work accomplished, and support billing information entry by the Centers into the Web Tally portion of RCPBS. RCPBS uses this information to determine storage and services charges.

RCPBS services are described in the *Services and Definitions Listing*. Services include transfers, costs, dispositions, refiles, shipping and handling, interfiles, photocopy, reference, and storage as well as special services performed locally.

Customers submit service requests in a variety of ways. Centers receive requests by telephone, facsimile, e-mail, FTP, or via the Centers Information Processing System (CIPS). Examples of source documentation include but are not limited to: Optional Form 11's, Trust Fund requests, and local service delivery orders.

Hardcopy supporting work documentation includes but is not limited to: IRS batch sheets, TASK Daily Work Logs, and completed hardcopy Web Tally data entry sheets. Electronic data sources include extracts from various operational sources, including but not limited to: Center-specific databases and barcode reader systems, CIPS request summaries (NE002800, FRC Director/Administrator's Reference Requests Audit Report), the NARS-5 34 Report and Daily Transactions, Web Tally, and the Case Management and Reporting System (CMRS).

Disposition: **TEMPORARY.** Cut off at end of fiscal year. Destroy when 3 years old.

2. RCPBS Electronic Data Files:

2A. RCPBS Electronic Data File (Data Collection Subsystem)

Data collected from source data entry subsystems or hardcopy media, gathered and/or generated as the result of receiving and processing customer requests for services. The electronic data file includes date, nature, and purpose of storage or service requested, name and address of customer, customer agreement number, and other electronic information. This data reside in RCPBS and serves as the input for the Transaction Generation subsystem.

Disposition: **TEMPORARY.** Break data file at the close of each fiscal year. Delete all data following creation of annual "data package" described in item 2C.

2B. Data processing files (Transaction Generation Subsystem)

Text files generated by the Transaction Generator subsystem used for aggregating source records, turning transactions into a record format compatible for entry to NARA's accounting software, and error reporting.

Disposition: **TEMPORARY.** Delete after information has been transferred to the master file and verified. (GRS 20, item 1b)

2C. Fiscal Year Billing Data (Accounting Subsystem)

One year extract of RCPBS data, taken annually following the acceptance of annual independent audit. This extract includes source data (data on agency use), the Combined Billing Generator (CBG) file, other NR-provided services, plus electronic version of invoices sent to agencies. Data may be stored near-line or off-line.

Disposition: **TEMPORARY.** Cut off at end of fiscal year. Destroy when 6 years 3 months old.

3. Output:

3A. Omnibus copy of invoices (Accounting Subsystem)
File and associated transmittal generated by the Accounting subsystem (Combined Billing Generator) and sent to the financial management system service provider.

Disposition: **TEMPORARY.** Destroy 6 years and 3 months after period covered by account. (GRS 6, item 1a)   *GRS*

3B. Management Data
Extract of data used by manager's to conduct longitudinal and other analyses of the RCP.

Disposition: Disposal not authorized.

4. Electronic software program. The software used to operate RCPBS.   *Scheduling not Required*

Disposition: **TEMPORARY.** Break RCPBS following each major or routine version change. Delete software when no longer needed to support program mission.

~~3~~ 5. System Documentation. Records required for developing, operating, maintaining, and using the RCPBS system. Included are systems specifications, file specifications, codebooks, records layout, user guides, and output specifications. NR uses the NARA standard COTS product designed for maintaining system documentation under version control.

Disposition: **TEMPORARY.** Destroy final version 7 years after system is retired.

6. Backups of Files. Electronic copies of the RCPBS Database that are maintained in case the database is damaged or inadvertently erased.

Disposition: **TEMPORARY.**
a. Incremental Backups: Daily backups (usually made after the close of business) of system transactions made on that day only.
Destroy at the end of each week after full backup is made and verified. (N1-64-02-2, item 1)
b. Full Backups: Full system backup (usually taken once a week after the close of the business week) which becomes a copy of the system for that point in time.
Destroy each backup when 2 months old. (N1-64-02-2, item 2)

4 ~~7.~~ E-mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a record-keeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

4A. Copies that have no further administrative value after the record-keeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories that are used only to produce the record-keeping copy.

Disposition: **TEMPORARY.** Destroy/delete within 180 days after the record-keeping copy has been produced.

4B. Copies used for dissemination, revision, or updating that are maintained in addition to the record-keeping copy.

Disposition: **TEMPORARY.** Destroy/delete when dissemination, revision, or updating is completed.

RCPBS Records Schedule

DRAFT-Crosswalk

NEW RCPBS ITEM(S)	AFFECTED NARA SCHEDULE ITEMS
1. Input/Source Documentation Disposition: TEMPORARY. Cut off at end of fiscal year. Destroy when 3 years old.	1316-1b. TASK System-Input forms-Long-term: Productivity Record and Batch Card and TASK Daily Work Log. Disposition: Destroy when 6 months old or when no longer needed for administrative purposes, whichever is shorter. (N1-64-87-1) 1316-3c. Automated Files-TASK System Master File. (1) Files maintained at records centers. Disposition: Destroy when system is modified or no longer in use. (N1-64-87-1) (2) Files maintained at NHTO. Disposition: Destroy 2 years after close of fiscal year. (N1-64-87-1) 1326-1 NARS-5 System-Forms and Reports... Cut off annually. Destroy when 1 year old or when no longer needed for administrative purposes, whichever is sooner. (N1-64-87-1) (2) NARS-5 Master File. Disposition: Cut off at end of fiscal year. Delete or overwrite when 3 years old or when no longer needed for administrative use, whichever is sooner. (N1-64-95-2, item 2b) 1328 Reference Service Correspondence Files

	Disposition: Retain for 90 days or until no longer needed, whichever is sooner. (N1-64-87-1) 1340-1 Case Management and Reporting System-CMRS Data Disposition: Disposal not authorized. 1807-Service Order File (1) Record copy of service order transactions of more than the minimum mail order fee. Disposition: Cut off after completion of order. Destroy when 1 year old. (N1-64-92-1, item 1a) (2) Record copy of NATF Forms 80, 81, 82, and 83 transactions and service order transactions of the minimum mail order fee or less. Disposition: Cut off after completion of order, hold 4 months, and destroy. (N1-64-92-1, item 1b)
2. RCPBS Electronic Data Files: 2A. RCPBS Electronic Data File Disposition: TEMPORARY. Break data file at the close of each fiscal year. Delete all data following creation of annual "data package" described in item 2C. 2B. Data processing files Disposition: TEMPORARY. Delete after information has been transferred to the master file and verified. (GRS 20, item 1b) 2C. Fiscal Year Billing Data Disposition: TEMPORARY. Cut off at	2A. Currently Unscheduled. 2B. Currently Unscheduled. 2C. Currently Unscheduled.

end of fiscal year. Destroy when 6 years 3 months old.	
3. Output: 3A. Omnibus copy of invoices Disposition: TEMPORARY. Destroy 6 years and 3 months after period covered by account. (GRS 6, item 1a.) 3B. Management Data Disposition: To be determined.	3A. Currently Unscheduled. 3B. Currently Unscheduled.
4. Electronic software program. Disposition: TEMPORARY. Break RCPBS following each major or routine version change. Delete software when no longer needed to support program mission.	4. Currently Unscheduled.
5. System Documentation. Disposition: TEMPORARY. Destroy final version 7 years after system is retired.	5. Currently Unscheduled.
6. Backups of files. Disposition: TEMPORARY. A. Incremental Backups: Daily backups (usually made after the close of business) of system transactions made on that day only. Destroy at the end of each week after full backup is made and verified. (N1-64-02-2, item 1) B. Full backups: Full system backup (usually taken once a week after the close of the business week) which becomes a copy of the system for that point in time. Destroy each backup when 2 months old. (N1-64-02-2, item 2)	 A. Currently Unscheduled. B. Currently Unscheduled.

7. E-mail and Word Processing System Copies.	
7A. Copies that have no further administrative value after the record-keeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories that are used only to produce the record-keeping copy. Disposition: **TEMPORARY.** Destroy/delete within 180 days after the record-keeping copy has been produced.	7A. Currently Unscheduled.
7B. Copies used for dissemination, revision, or updating that are maintained in addition to the record-keeping copy. Disposition: **TEMPORARY.** Destroy/delete when dissemination, revision, or updating is completed.	7B. Currently unscheduled.