<table>
<tr><td colspan="2">REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)</td><td colspan="2">LEAVE BLANK (NARA use only)
JOB NUMBER NI-286-09-1</td></tr>
</table>

REQUEST FOR RECORDS DISPOSITION AUTHORITY *(See Instructions on reverse)*	**LEAVE BLANK (NARA use only)** JOB NUMBER *NI-286-09-1*
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	DATE RECEIVED *1/13/09*
1 FROM (Agency or establishment) U S Agency for International Development	NOTIFICATION TO AGENCY
2 MAJOR SUBDIVISION Office of Human Resources (OHR)	
3 MINOR SUBDIVISION Office of Policy, Planning and Information Management (PPIM)	

4 NAME OF PERSON WITH WHOM TO CONFER Barbara English	5 TELEPHONE 703-712-1913	DATE *8/20/09*	ARCHIVIST OF THE UNITED STATES *Adrienne Thomas*

6 AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in the matters pertaining to the disposition of its records and that the records proposed for disposal attached   page(s) are not needed for the business of 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 Manuel for Guidance of Federal Agencies,

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

DATE *12-29-08*	SIGNATURE OF AGENCY REPRESENTATIVE *Jeanne (Paskan)*	TITLE *Chief, Information and Records*

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	**Employee Information Management System (EIMS) - See Attached**	N/A	

<u>Employee Information Management System (EIMS)</u>
EIMS automates and facilitates Human Resource processes for Foreign Service Officer assignments, Foreign Service Officer Report Card evaluations and dissemination, and the Agency's annual Incentive Award program   The System also facilitates the dissemination of Employee Data Records, and collection or retrieval of employee emergency contact information

a   <u>System Data·</u> EIMS contains direct hire personnel data that are Sensitive but Unclassified (SBU). It includes employee name, social security number, organization, position, title, pay plan, pay grade and location. It also includes employee emergency contact information   The system also contains contractor location information such as office and phone numbers.

Disposition:

Temporary. Destroy three years after employee separates.

<u>b   System Input·</u>

Bi-weekly personnel data is downloaded from the National Financial Center (NFC) and then loaded into EIMS database. Other data such as the emergency contact information and office location are entered manually.

Disposition:

Destroy the NFC electronic data files in accordance with Agency policy on the handling SBU data

qRS 20, item 2b.

<u>c   System Output.</u>

Hard copy reports are generated by EIMS on demand

qRS 20, item 16.

Disposition:

Destroy all hard reports when they are no longer needed.

<u>d   System documentation</u>

User manual is in pdf format and part of the online help. The user manual, maintenance manual and data dictionary are under configuration control

Disposition:

qRS 20, item 11.

Destroy when the system is superseded or become obsolete