



NATIONAL ARCHIVES and RECORDS ADMINISTRATION  
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001  
www.archives.gov

**Date:** June 5, 2018  
**Appraiser:** John K. Hulmston  
**Agency:** US Department of Agriculture (USDA), Animal and Plant Health Inspection Service (APHIS)  
**Subject:** DAA-0463-2017-0002

**INTRODUCTION**

**Schedule Overview**

The USDA, APHIS, requests disposition authorization for the agency’s Cost Management System (ACMS) Records.

**Background Information**

APHIS is a multi-faceted agency with a broad mission that includes protecting and promoting U.S. agricultural health, regulating genetically engineered organisms, administering the Animal Welfare Act and carrying out wildlife damage management activities which support the overall mission of USDA by protecting and promoting food, agriculture, and natural resources. The core of the agency’s mission includes wildlife damage and disease management; regulation of genetically engineered crops and animal welfare; protection of public health and safety, and natural resources that are vulnerable to invasive pests and pathogens.

**Additional Background Information**

ACMS is a web-based application that is used for all financial commitment tracking, including Status of Funds reporting and agency agreement inventory tracking. The system was created by agency financial professionals by merging all the useful attributes of the agency’s legacy systems from all programs in order to provide a relevant status of funds document to allow APHIS to substantiate this information in an audit document from any location at any time.

**Overall Recommendation**

I recommend approval of the attached schedule.

**APPRAISAL**

**Item 1 – Status of Funds Module**

This module provides the means to estimate, track, and reconcile official obligations through the creation of ledgers and status processes.

**Proposed Disposition:** Temporary

**Appropriateness of Proposal Disposition:** Appropriate.

**Appraisal Justification:**

- Has little or no research value. This module is a customized reporting system that provides the capability to generate reports that validate data residing in the system. The proposed temporary retention is sufficient to meet the operational and business needs of the agency and protect citizens’ rights.
- Does not document significant actions of Federal officials.

**Adequacy of Proposed Retention Period(s):** Appropriate  
**Media Neutrality:** Approved.

**Item 2 – Agreements Module**

This module provides the means to electronically index cooperative agreements, grants, interagency transactions, cooperative service agreements, material agreements, and memorandum of understanding documents.

**Proposed Disposition:** Temporary

**Appropriateness of Proposal Disposition:** Appropriate.

**Appraisal Justification:**

- Has little or no research value. Includes agreements data manually entered into ACMS by APHIS Agreements Specialists based upon information created by APHIS personnel and other Federal and non-Federal partners. The proposed temporary retention is sufficient to meet the operational and business needs of the agency and protect citizen's rights.
- Does not document significant actions of Federal officials.

**Adequacy of Proposed Retention Period(s):** Appropriate

**Media Neutrality:** Approved.

**John K. Hulmston**

**Appraiser, Appraisal Team 3**

**Records Appraisal and Agency Assistance (ACRA)**