

Request for Records Disposition Authority

Records Schedule Number DAA-0463-2017-0002

Schedule Status Appraiser Working Version

Agency or Establishment Animal and Plant Health Inspection Service

Record Group / Scheduling Group Records of the Animal and Plant Health Inspection Service

Records Schedule applies to Agency-wide

Schedule Subject APHIS Cost Management System (ACMS)

Internal agency concurrences will be provided No

Background Information The APHIS MRPBS APHIS Cost Management System (ACMS) is a web-based application that is accessible via the Internet. The APHIS MRPBS ACMS is a tool that can track, reconcile, adjust and analyze the balance of allocations through the year-end for financially interested ACMS provides a consolidated Status of Funds for all levels of the Agency. It also provides an electronic index for agency cooperative agreements, grants, interagency agreements, and other types.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0463-2017-0002

Sequence Number	
1	Status of Funds Module Disposition Authority Number: DAA-0463-2017-0002-0001
2	Agreements Module Disposition Authority Number: DAA-0463-2017-0002-0002

Records Schedule Items

Sequence Number

1

Status of Funds Module

Disposition Authority Number DAA-0463-2017-0002-0001

This module provides the capability to estimate, track, and reconcile official obligations through the creation of ledgers and status process. These ledgers are mathematically compared against budget authority/allocation data to produce a Status of Funds. A customized reporting system, built upon the Cognos reporting platform, provides the capability to generate various reports in order to validate the data residing in the system; thus generating a Status of Funds report. Initial data on employees is entered by budget analysts based on known data points such as: Employee's name, employee vendor number (not the SSN), Pay Plan, Series, Grade, Step, Title, benefits Plan, work schedule, Duty station, etc. Obligated ledgers hold the data that is received in the payroll transaction files received from FMMI

Final Disposition Temporary

Item Status Pending

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
FIS-2, item 106a	Reports and Statistics

Disposition Instruction

Cutoff Instruction Cut off at the end of the Fiscal Year.

Retention Period Destroy when final report is completed or when printouts cease to have administrative value, but no later than 3 years, whichever is earlier"

Additional Information

GAO Approval Not Required

2

Agreements Module

Disposition Authority Number **DAA-0463-2017-0002-0002**

This module provides the ability to electronically index cooperative agreement, grants, interagency transactions, cooperative service agreements, material transfer agreements, memorandum of understanding, and indemnities. The official files are not maintained in the ACMS system, but are rather maintained in paper copy in the originating office. All data is manually entered by Agreements Specialist based upon the forms that are created by either APHIS personnel, other federal or non-federal partners. Data points are specific based upon agreement type, but include general data such as: Decision Form Date, Agreement Number, Start Date, Project Title, Project Description, Cooperator Name, Cooperator Address (Street, City, State, Zip Code, County), DUNS Number, Performance Address (Street, City, State, Zip Code, County), Program Contact (ADODR) and Admin Contact.

Final Disposition **Temporary**

Item Status **Pending**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

Manual Citation	Manual Title
LEG 5, FIS 4-1, FIS 10	LEG 4 Cooperation, FIS 4-1 Obligations, FIS 10 Billing and Collections

Disposition Instruction

Cutoff Instruction **Cut off at the end of fiscal year after the agreement is fully liquidated.**

Retention Period **Destroy 5 years after close of fiscal year.**

Additional Information

GAO Approval **Not Required**

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
11/06/2017	Certify	Cathy McDuffie	Records Officer	APHIS - GIPSA
04/17/2018	Return for Revision	John Hulmston	Senior Records Analyst	National Archives and Records Administration - ACRA
04/17/2018	Submit For Certification	Cathy McDuffie	Records Officer	APHIS - GIPSA
04/17/2018	Certify	Cathy McDuffie	Records Officer	APHIS - GIPSA

Executive Summary

Summary

Permanent Item Numbers

Federal Register Notice

Publication Date

Copies Requested 0

Comments Received 0