REQUEST FOR RECORDS DISPOSITION AUTHORITY	JOB NUMBER N/-220-02-15

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

Date received 3/20/2002

1. FROM (Agency or establishment) Office of Navajo and Hopi Indian Relocation	**NOTIFICATION TO AGENCY**
201 Birch Street, P.O. Box KK Flagstaff, Arizona 86002	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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.
2. MAJOR SUBDIVISION Administrative Services	
3. MINOR SUBDIVISION Information Systems - Finance (Accounting) New Lands Operations	

4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE NUMBER	DATE	ARCHIVIST OF THE UNITED STATES
Paul Tessler	928-779-2721	10-9-02	*[signature]* John W. Carl

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 __3__ 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 3/12/02	SIGNATURE OF AGENCY REPRESENTATIVE *[signature]*	TITLE Executive Director

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
A.	The ONHIR Accounting Information System was developed in 1982 by agency personnel. The system tracks payments to contractors and vendors as well as clients. The data bases are on an IBM AS400. The AS400, 9402-400 model 42G is an IBM midrange computer. Programs written in the AS400 query, RPG, and Native 400 languages are used to manipulate the data. On the AS400 data is stored in EBCDIC, which according to 36 CFR Sec. 1228.270(d) is an acceptable format. Information found in the AS400 System is subject to the Privacy Act. **Inputs:** <u>Vendor Files:</u> A series of textual files arranged by fiscal year of appropriation, vendor #, document #, and by project description, ie. FY-01-0150-106813 Jane Doe. The vendor file is created when funds are obligated by contract, grant, memorandum of understanding or purchase order. Physical files are created by vendor # and document #. Vendor #s are never reassigned and always remain the same; document numbers refer to the fiscal year of appropriation. A new file folder is created for a vendor when funds originate from a different year's appropriation. These files contain contracting documents, correspondence relating to the contract, scope of work, task orders, invoices and payment records relating to relocation program operations, client (relocatee) payment data as well as vendor data on goods and services and routine procurements required for the daily operation of the office.		

C C Agency, NR, NWME

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	The New Lands Operations Vendor Files are incorporated into this series. This group of textual files contains contracts, payment data, reports, invoices, and other related documentation involving the acquisition of improvements or infrastructure associated with the ONHIR's development and operation of the New Lands. Client (Relocatee) Vendor Files are a group of individual files incorporated into the series described above, which contain copies of construction contracts, payment records, change orders and other financial data associated with the ONHIR's acquisition of a replacement home for the client (relocatee). Note: See Financing (Accounting) New Lands Operations SF 115. (N1-220-02-14)	CITATION	
B.	Data Bases: The ONHIR accounting data bases can be combined in various ways to produce reports used by staff and management to display selected data on the computer monitor. Certain data bases are "dynamic," that is, information is continually added to the fields as new information is gathered or existing information changes. Other data bases are "static" one-time entry of data which is not subject to change. The following data bases incorporate data regarding expenditures related to the New Lands operation:		
B1	RC.0091 Budget Batch Totals A data base which contains batch totals.		
B2	RC.0830 ACCT. General Ledger A data base which contains "to date" debits and credits for each journal as of the end of the last month closed.		
B3	RC.0840 Document Master File A data base which contains document identifying information and the dollar summarizations.		
B4	RC.0850 Daily Accounting Transaction A data base which is a daily holding file until the end of month postings. (Rolled into 0085.)		
B5	RC.0085 Transaction History for Account since last year end close A data base which contains a history of all trans-actions that have been processed. (Contains 2 record types) Disposition: Temporary. Destroy upon closure of the ONHIR. These data bases are working files only. All sig-nificant data is merged with other data bases pursuant to an established schedule or printed in hard copy and placed in the vendor file.		

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C.	**Data Bases:**	CITATION	
C1	<u>RC.0086 Account Description</u> A data base which contains account descriptions, record codes, activity codes, etc.		
C2	<u>RC.0087 Account Summary File</u> A date base which contains obligated, expended and allotted to date amounts by account code.		
C3	<u>RC.0089 ACCT Warrant (check) Master</u> A data base which contains warranty activity codes, voucher line #'s, batch #'s warrant amounts and status.		
C4	<u>RC.0099 Alpha Vendor Name/Number Cross Reference</u> A data base which contains an alphabetical listing of all vendors cross referenced by the vendor #.		
C5	<u>RC.0800 Vendor/Payee Master</u> A data base which contains the basic information on vendors/payees.		
C6	<u>RC.0801 EFT Bank Information</u> A data base which contains EFT data which includes contractors and vendors. *Disposition: Temporary. Destroy at the closure of ONHIR.*		
C7	RC.0870 ACCT Account Summary A data base which contains prior years obligations, posted to date, expended; prior years expended, posted to date; allotment and prior years allotment. *C1-c5, and C6* **Disposition:** Permanent. Transfer to National Archives and Records Administration upon the closure of the ONHIR. C1 through C7 are subject to the Federal Privacy Act.		
D.	**Outputs**		
D1	Query reports can be generated from the system. Reports can be generated to incorporate specific data as requested by the user. They are printed in hard copy for informational purposes only by staff or management. **Disposition:** Temporary. Destroy when no longer needed for accountability or reference purposes.		
E.	**System Documentation:**		
E1	Includes pertinent information on various layouts in the data bases as well as the definition of the field codes. The information is in hard copy. **Disposition:** Permanent. Transfer to the National Archives and Records Administration with the electronic records.		

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F.	**Backup Tapes:**	CITATION	
F1	<u>Full Backup of the Data Bases</u> Every week the date bases are backed-up and maintained for a 3 week period. The tapes are reused after that time frame. The most current full backup of the data bases is maintained off-site.		
F2	<u>Incremental Backup of Data Bases</u> A daily backup that records the changes in the data bases since the last incremental backup. This is a 5 tape rotation. The most current Incremental backup is maintained off-site.		
F3	<u>Full System Backup</u> Every 6 weeks a backup of the full system is completed and maintained for 3 weeks. The tapes are reused after that time frame. The most current full system backup is maintained off-site. **Disposition:** Destroy all backup tapes at the close of the ONHIR.		
G.	Accounting Database Back-up Tapes		
G1.	<u>Monthly Backup Tapes</u> The ONHIR completes a monthly backup of accounting database files before the rollup of totals. The tapes are maintained for two years in an on-site fire proof safe. The tapes are reused after that time.	*OC* 7-17-02 "Changes made per Concurrence of agency records officer, Becky Ruiz."	
G2.	<u>Yearly Backup Tapes</u> The ONHIR completes a yearly backup of the accounting database files before the rollup of totals. This backup is completed on a fiscal year cycle. The tapes are maintained on-site in a fire proof safe. All yearly backup tapes will be maintained until the closure of the ONHIR. Disposition: Destroy all backup tapes at the closure of the ONHIR.		