

Name of Office: Office of Management and Administrative Services		Office Acronym: OMAS	Date: 03/12/19
Name of Records Custodian:		Files Location: N-4653	Approved By and Date: <i>Darrell Chase 3/20/19</i>
GRS/URS	File Title	Brief Description	Location
URS-DAA-0369-2014-0002-1	OMAS Calendars/Schedule	URS Description: Schedules of Daily Activities for the Assistant Secretaries and Deputy Secretaries (ETA only) if not captured electronically and handled via Capstone.	N4653 File Cabinet in Staff Assistant's cubical
			DM-0369-2014-0002 Permanent. Cutoff at the end of the calendar year. Transfer to inactive storage when no longer needed. Transfer electronic records to the National Archives for pre-accession immediately after employee's end of tenure. Transfer to the National Archives 15 years after end of tenure.
URS N1-369-97-1, Item 1-A	Controlled Correspondence Files	All incoming and outgoing correspondence that relate to significant	N4653 File Cabinet in Staff Assistant's cubical
			Permanent. Cutoff files at the end of calendar year and retire to

		issues and mission of the ETA and prepared and handled by OMAS.		the Washington National Records Center when 2 years old. Transfer to the National Archives when 10 years old. When correspondence are prepared by Programs, they are temporary files of OMAS and Programs are responsible for recordkeeping.
URS N1-369-97-1, Item 1-C	Electronic Records	Electronic records created by electronic mail and word processing applications.	L:\01 - ETA Offices\OMAS	Temporary. Delete when file copy is generated or when no longer needed for reference or updating unless maintained in Capstone. When prepared by Programs, the Programs are responsible for recordkeeping.
URS N1-369-97-1 Item 2	Correspondence Tracking System	A correspondence tracking system used to control correspondence for the Assistant		Temporary. Destroy when five years old.

GRS 1.1-010		Secretary and Deputy Assistant Secretary's Office. As correspondence is received, certain information is entered into the system, i.e., correspondent's name, subject of the letter, date received, date assigned for action and due date, and signature level required. When the correspondence is answered, appropriate data is entered into the system to reflect final action.		OASAM/OCIO is the system owner of SIMS and CTS and is responsible for recordkeeping with regards to those systems.
	Decision Items-Finance	Financial management and reporting administrative records. Records related to managing financial activities and reporting. Example: • Decision • Memos/Letters • MOUs	N4653 File Cabinet in Staff Assistant's cubical	DAA-GRS-2013-0003-0001 Temporary. Destroy 6 years after final payment or cancellation, but longer retention is authorized if required for business use. When prepared by Programs, the Programs are

GRS 1.1-011	OMAS Travel	Travel receipts, approvals, and request.	N4653 File Cabinet in Staff Assistant's cubical	DAA-GRS-2013-0003-0002 Temporary. Destroy when business use ceases.
GRS 1.1-020	Financial Documents	Records supporting compilation of agency financial statements and related audit, and all records of all other reports. Examples: • Documentation of decisions re accounting treatments and issue resolutions • Audit reports, management letters, notifications of findings, and recommendations • Documentation of legal and management representations and negotiations/settlements	N4653 File Cabinet in Staff Assistant's cubical	DAA-GRS-2013-0003-0011 Temporary. Destroy 2 years after completion of audit or closure of financial statement /accounting treatment/issue, but longer retention is authorized if required for business use. When prepared by Programs, the Programs are responsible for recordkeeping.
GRS 2.2-020	Workforce and succession planning records	Records on workforce & succession planning.	N4653 File Cabinet in Staff Assistant's cubical	DAA-GRS-2017-0007-0002 Temporary. Destroy when 3 years old, but

GRS 2.2-030	Employee incentive award records	Agency awards files (cash and noncash awards). Examples: • Recommendations • Approved nominations Correspondence		longer retention is authorized if required for business use.
				DAA-GRS-2017-0007-0003 Temporary. Destroy when 2 years old or 2 years after award is approved or disapproved, whichever is later, but longer retention is authorized if required for business use unless maintained in Capstone.
GRS 2.2-080	Supervisors' personnel files	Employee Records. • OMAS Staff		DAA-GRS-2017-0007-0012 Temporary. Review annually and destroy superseded documents. Destroy remaining documents 1 year after employee separation or transfer.

GRS 2.4-030	Time and attendance records	Leave request and approvals documents. Examples: • Leave applications and approvals of all types • Overtime • Attendance Records		DAA-GRS2016-00150003 Temporary. Destroy after GAO audit or when 3 years old, whichever is sooner unless maintained in WebTA or Capstone.
GRS 2.4-060	Administrative records	Administrative correspondence between agency and payroll processor, and system reports used for agency workload and or personnel management purposes.	N4653 File Cabinet in Staff Assistant's cubical	DAA-GRS-2016-0015-00 Temporary. Destroy when 2 years old, but longer retention is authorized if required for business use.
GRS 5.1-010	OMAS Documents	Internal Reports. Examples: • Unofficial org charts • Minutes of meetings • Office level administrative policy and procedure files	N4653 File Cabinet in Staff Assistant's cubical	DAA-GRS-2016-0016-0003 Temporary. Destroy when business use ceases.
GRS 5.1-020	External Agency Reports	Non-recordkeeping copies of electronic records. Examples:	L:\01 - ETA Offices\OMAS	DAA-GRS-2016-0016-0002 Temporary. Destroy

		• HBCU Reports • Memorandums • Reports		immediately after copying to recordkeeping system or otherwise preserving, but longer retention is authorized if required for business use. When reports are prepared by Programs, the Programs are responsible for recordkeeping.
GRS 5.3-010	OMAS Prepared Continuity Plans	Continuity planning and related emergency planning files. Examples: • COOP • Shutdown	L:\01 - ETA Offices\OMAS	DAA-GRS-2016-0004-0001 Temporary. Destroy when 3 years old or 3 years after superseded or obsolete, whichever is applicable, but longer retention is authorized if required for business use. When Plans are prepared by Programs, the Programs are

GRS 5.7-030	OMAS Prepared Administrative Directives	Policy documents on administrative functions. Examples: • Payroll • Procurement • Human capital	N4653 File Cabinet in Staff Assistant's cubical	responsible for recordkeeping. DAA-GRS-2017-0008-0003 Temporary. Destroy when superseded, obsolete, or no longer needed for business, whichever is later. When directives are prepared by Programs, the Programs are responsible for recordkeeping.
GRS 5.7-050	Reports	Agency-level reports that external Federal oversight entities. Examples: • Annual Performance Plan • Statement of Assurance • Annual strategic review	N4653 File Cabinet in Staff Assistant's cubical	DAA-GRS-2017-0008-0005 Temporary. Destroy 6 years after report submission or oversight entity notice of approval, as appropriate, but longer retention is authorized if required for business use. When prepared by Programs, the

GRS 6.1-010 Capstone	Emails	Capstone Officials emails - Assistant Secretaries, Deputies, Administrators, Deputy Administrators, Chief of Staff, Staff/Executives Assistants to Assistant Secretary, DAS, and COS.	Outlook OFFICE 365	Programs are responsible for recordkeeping. DAA-GRS-2014-0001-0001 Permanent. Cut off in accordance with agency's business needs. Transfer to NARA 15-25 years after cutoff, or after declassification review (when applicable), whichever is later.
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