REQUEST FOR RECORDS DISPOSITION AUTHORITY	LEAVE BLANK (NARA use only)
	JOB NUMBER N1-374-09-5

To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001	Date received 9/29/09
	NOTIFICATION TO AGENCY

1 FROM (Agency or establishment) Defense Threat Reduction Agency	
2 MAJOR SUBDIVISION Business Enterprise (BE) and Research and Development (RD) Enterprise	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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10
3 MINOR SUBDIVISION Financial Services Branch (BE-BFKF)/Chemical Biological Division (RD-CBZ)	

4 NAME OF PERSON WITH WHOM TO CONFER Dorothelia (DeeDee) Byrd	5 TELEPHONE NUMBER 703-767-5089	DATE 31 Jul 2012	ARCHIVIST OF THE UNITED STATES
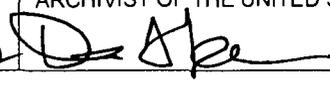
6 AGENCY CERTIFICATION

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 this page 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,

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

DATE 7/28/09	SIGNATURE OF AGENCY REPRESENTATIVE Dorothelia Byrd	TITLE Records Officer, Chief of Information Management Branch
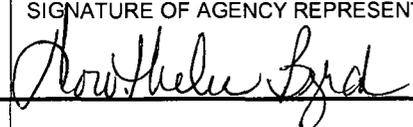
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Comprehensive Cost and Requirement System – Enterprise (CCARS-E) and Comprehensive Cost and Requirement System – CB (CCARS-CB) – See Attached		

CCARS Records

Background:

The Comprehensive Cost and Requirement System (CCaRS) is a fielded program/financial management tool to control requirements and budgets by supporting program budget planning and execution, forecasting, obligation and expenditure tracking CCaRS is used by DTRA Enterprises and Staff Offices for automated workflow of procurement documents, and budget planning and execution against requirements PMs populate the CCaRS with acquisition details (e g , detailed description, key performance parameters, schedule, cost estimate, funding requirements for all years, impact if not funded, etc.) CCaRS coordinates each requirement through an electronic workflow and automatically determines if the requirement can be funded based on assigned priority and available budget authority. CCaRS supports execution of established budgets by generating funding documents within CCaRS, developing forecasts for obligations and expenditures, and then tracking commitments, obligations and expenditures CCaRS allows the creation of multiple budgets for all appropriations covering the life cycle of the program and allows the linking of associated projects. CCaRS provides reports supporting project execution, evaluation, and tracking and allows the development of a custom workflow complete with email notification and electronic signature capability. CCaRS provides document status and brings transparency in the financial process while moving DTRA closer to a paperless environment CCaRs-E is used by DTRA as an enterprise CCaRS-CB is used by the Chemical and Biological Directorate to track CB projects only. Both CCaRS-E and CCaRS-CB have a classified version (on the Snet) and an unclassified version (on the Unet) Both have access controls that allow only named users with passwords to have accounts/use the system

~~Inputs and Outputs to CCaRS will be retained existing approved series 302 06 — Accounting Documents~~ (retained for 6 years and 3 months) GRS 6/1a. Inputs include contract financial information, statement of work, deliverables, Bases of Estimates, Impact Statements, budget and financial information Outputs include annual approved budgets (by Fiscal Year), authorized quarterly budgets, and various financial or project tracking reports Commitment Documents Created in CCaR include the electronic versions of the funding documents (DD Form 448, DTRA Form 43 and DTRA Form 48 with all back-up documentation (i.e. SOW, Cost Estimate, Sole Source Justification, D&F, etc) attached The funding documents will be electronically coordinated in CCaRS Outputs may also include Fufnding Profiles, CCaR Budget Profiles, Financial Summaries, Budget Summaries, Project Summaries, Information Summaries, Stoplight charts, Execution Summaries, Execution Status Reports, Document status reports, and business charts

The **system documentation** disposition is covered under GRS 20, Item 11a(2) and includes data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final ~~reports (regardless of medium) relating to a master file, database or other electronic records~~

(1) **File Title:** The Comprehensive Cost and Requirements System (CCaRs-Enterprise (CCaRS-E) and CCaRS-Chemical Biological (CCaRS-CB))
File Number: 302 08
File Description: The Comprehensive Cost and Requirements System (CCaRs-E and CCaRS-CB) is a centralized real-time data source for accounting budget and programming functions and control of all appropriated funds, including reimbursable and direct citation (cite) funds issued to the Agency CCaRS uses real time transaction based General Ledger for both proprietary and budgetary accounts The system generates funding documents, develops forecasts for obligations and expenditures, and tracks commitments, obligations and expenditures, including the ability to create multiple budgets for all appropriations covering the life cycle of the program with linking of associated projects to support project execution, evaluation, and tracking
Disposition: Temporary. Cutoff at the close of each fiscal year Delete when no longer needed for business purposes