

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO National Archives and Records Administration (NWML) 8601 Adelphi Road, College Park, MD 20740-6001		JOB NUMBER <i>NI-56409-2</i>	
1 FROM (Agency or establishment) Department of the Treasury		DATE RECEIVED <i>5/12/09</i>	
2 MAJOR SUBDIVISION Alcohol and Tobacco Tax and Trade Bureau		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request, including amendments, is approved except for items that may be marked "disposition not approval" or "withdrawn" in column 10	
3 MINOR SUBDIVISION Office of Acquisition and Facilities Management (OAFM)			
4 NAME OF PERSON WITH WHOM TO CONFER Gregory P. Harrod, Sr.	5 TELEPHONE 202-927-1920	DATE <i>9-11-09</i>	ARCHIVIST OF THE UNITED STATES <i>Adrienne C. Thomas</i>
5 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 <u>2</u> pages(s) are not now needed for the business of 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, <input checked="" type="checkbox"/> is not required, <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE <i>05/06/09</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Barbara M Pearson</i>		TITLE Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM OF PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	See Attachment		

Sunflower System

The Office of Acquisition and Facilities Management (OAFM) serves as the Bureau's point of contact for ensuring quality goods and services are delivered on time to support the Bureau's programs. OAFM is responsible for developing, directing, coordinating, and evaluating acquisition policies, programs, and procedures to support TTB. OAFM develops acquisition policy and provides guidelines and assistance for all Bureau purchases to ensure government assets and resources are well managed. The OAFM personnel interpret various Federal, Department and Bureau regulations to ensure operational compliance in acquisitions and procurement, purchase card and property management programs

Description:

The Sunflower System (SS) is the Bureau's asset management system used by OAFM for all accountable property purchased with public funds and tracks those assets through the life cycle management (acquisition, utilization, and disposal) processes. It also tracks leased property and property transfers. The SS retrieves report data used to support investigations, inspections and financial statement reconciliation including depreciation of capitalized assets. Property managers extract statistical data in response to GAO, Treasury and other external inquiries. SS supports barcode scanning technology equipment in performing inventories.

1. **Inputs:** Data is manually entered into the system to include, but is not limited to the following forms.

New Property Form TTB F 1850.1
Request for Transfer/Excess of Property Form TTB F 1850 1
Report of Survey TTB F 1850 1
Report of Destruction TTB 1850.2

GRS

Disposition: TEMPORARY.

- A Hardcopy Records – In accordance with GRS 20, Item 2a(4)
- B Electronic Records – In accordance with GRS 20, Item 2b

2. **Master Files:**

Sunflower records the user name, location of property, serial numbers, asset value, cost codes, make and model of property. Information is provided by TTB Property Custodians, the Property Accountable Officer and the Sunflower System Administrators.

Disposition: TEMPORARY

Cutoff at the end of the fiscal year. Destroy when 10 years old or when the Bureau determines the records are no longer needed for administrative, legal, audit or other operational purposes, whichever is later

3. **Outputs:** The system generates, but is not limited to producing the following kinds of documents:

Asset Value Reports
Organization/Cost Center Reports
Individual Employee Reports
Make/Model Reports
Official Name Reports (i.e. All Laptops)
Excel Spread Sheets

GRS

Disposition: TEMPORARY.

In accordance with GRS 20, Items 12, 13, 15 and 16, as applicable
(Note: In those cases where the output records exceed the authorities listed for this series, the records are scheduled under other authorities.)

4. **System Documentation:** Sunflower Administrator and User Guides, Sunflower System Training information from vendor(s) and the Sunflower help desk.

Codebooks, records layouts, user guides and other related materials.

Disposition: TEMPORARY.

In accordance with GRS 20, Item 11a(1).

GRS