

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
<b>TO</b> NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		<b>JOB NUMBER</b> 771-330-06-2	
<b>1. FROM (Agency or establishment)</b> Department of Defense		<b>DATE RECEIVED</b> 7-26-2006	
<b>2 MAJOR SUBDIVISION</b> Office of the Secretary of Defense		<b>NOTIFICATION TO AGENCY</b>	
<b>3 MINOR SUBDIVISION</b> WHS\ESD\Directives and Records Management Division		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
<b>4. NAME OF PERSON WITH WHOM TO CONFER</b> Luz D Ortiz	<b>5. TELEPHONE</b> (703) 696-4959	<b>DATE</b> 5/13/07	<b>ARCHIVIST OF THE UNITED STATES</b> John C. Krysa

**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 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,

is not required;  is attached; or  has been requested.

<b>DATE</b> July 21, 2006	<b>SIGNATURE OF AGENCY REPRESENTATIVE</b> For John C. Krysa <i>Edward J. Burbo</i> <i>Edward J. Burbo</i>	<b>TITLE</b> Chief, Directives and Records Management Division
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<b>7 ITEM NO.</b>	<b>8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</b>	<b>9. GRS OR SUPERSEDED JOB CITATION</b>	<b>10 ACTION TAKEN (NARA USE ONLY)</b>
1	Shared Transformation Acquisition Regulations System (STARS) See attached pages for description and disposition of system	NC1-330-77-11  FN 1202-06	

82 copies sent to Agency, name, newton

## SF 115 Record Schedules

**BACKGROUND:** The Defense Acquisition Regulation Systems Directorate (DARS) has developed the Shared Transformation Acquisition Regulations System (STARS), which will provide and integrate the tools to move the development, implementation, publication, and communication of laws, policies, and needed changes in the Federal Acquisition Regulation (FAR) and DoD FAR Supplement (DFARS). STARS will facilitate acquisition rule-making by transforming a lengthy, paper-based process to an electronic web-based process with “user-friendly” capability that facilitates collaboration within DoD and effective communication among all the stakeholders (DoD and GSA) in the acquisition process. STARS will include a knowledge management structure to enable effective document management and to permit open dissemination of information to the world-wide acquisition community. This integrated IT solution will also provide document and records management of current and historical acquisition regulations (1948 – Present) and guidance for the FAR and DFARS with all supporting materials and files

The input source records are forms, case files, spreadsheets, MS-Word documents, and other electronically generated documents, which will be destroyed per GRS 20, items 2a, b, c, and d, as applicable. An electronic case management folder will be created for each case (record) comprised of general information, related documents, collaboration tools (chat rooms, voice, and video), workflow, and public comments received. The outputs will be in PDF, HTML, and MS-Word documents. The STARS case files will be sent to a records management application (MDY’s File Surf) and are previously scheduled under AI 15, FN 1202-06 (NC1-330-77-11), as permanent. Since the information will be transferred into a RMA, the system documentation will be covered by GRS 20, items 9 and 11a.

**FILE NUMBER:** [AI 15 File number TBD]

**FILE TITLE:** Shared Transformation Information System (STARS) Master File

**FILE DESCRIPTION:** Information system designed to enable the development, implementation, publication, and communication of laws, policies, and needed changes in the Federal Acquisition Regulation (FAR) and DoD FAR Supplement (DFARS). System contains information related to rulemaking process, included are

- STARS, FAR, and DFARS Case Files
- Document metadata information

**AUTHORITY:** TBD

**DISPOSITION:** Delete after the necessary information has been transferred to the records management application and verified or filed, or when no longer needed for operational purposes.

**FILE NUMBER:** [AI 15 File number TBD]

**FILE TITLE:** Shared Transformation Information System (STARS) Case Files

**FILE DESCRIPTION:** Records generated by STARS relating to rulemaking process, included are:

- Committee Reports

- Federal Register notices, proposed rules, interim rules, final rules, and related public comments
- Substantive drafts and approved revisions, coordination and staffing changes to the regulations, reports, legal opinions, memorandums and correspondence.
- Document metadata information
- Systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and other technical information required to use the system

**AUTHORITY:** TBD

**DISPOSITION:** Permanent. Transfer closed case files to the system's records management application. Provide pre-accession copy of closed case files and related technical information to NARA on an annual basis, in accordance with the standards of 36 CFR 1228.270; transfer legal custody of closed case files to the National Archives when 10 years old.

**FILE NUMBER:** [AI 15 File number TBD]

**FILE TITLE:** DFARS and FAR Case Files

**FILE DESCRIPTION:** Routine outputs generated by the STARS system such as non-substantive chat scripts, video or images from chat rooms, and workflow tracking information used to control or record the status of correspondence, rules, reports, or other records.

**DISPOSITION:** Destroy/delete when 2 years old. Cut off record when case file is transferred to the system's records management application.

**AUTHORITY:** TBD

**PRIVACY ACT:** Not applicable.