

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER	
To: National Archives and Records Administration (NIR) Washington, DC 20408		N1-95-01-1	
1. FROM (Agency or establishment) Department of Agriculture		DATE RECEIVED 2/21/01	
2. MAJOR SUBDIVISION Forest Service		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Office of Information Resources Management			
4. NAME OF PERSON WITH WHOM TO CONFER Leslie Crawford	5. TELEPHONE 703-605-1581	DATE 7-12-01	ARCHIVIST OF THE UNITED STATES <i>J. W. Paul</i>
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 1 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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 2/14/01	SIGNATURE OF AGENCY REPRESENTATIVE <i>Leslie Crawford</i>	TITLE Forest Service Records Officer	
7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Computer Century Conversion (Y2K) Records Records related to the initiative undertaken to ensure that Forest Service automated systems would continue to function reliably when the date changed to the year 2000. The project related to systems operated by all offices and regions of the Forest Service. <i>see attached for revised schedule</i>		
1.	Policy and Planning Records. Records documenting overall efforts to identify potential problems and implement solutions and strategies for Y2K compliance efforts and Business Continuity Contingency Plan. Includes records outlining overall strategies, project plans, summary progress reports, and other similar documents. PERMANENT. Transfer to NARA in January 2005.		
2.	Fire & Aviation Management System Records. Records that document the structure and interaction of the multiple Federal, State and local agency systems, databases and networks that comprise the Fire & Aviation Management System. Includes assessment of individual applications/databases; end-to-end test plans, results and reports; and chart of interaction of multi-agency networks, including Forest Service, National Weather Service, National Information Technology Center, Wildland Fire Fighting, National Park Service, Bureau of Land Management, and various State and local agencies. Specific databases tested for Y2K code functioning are: Red Card (staffing), AMIS (aircraft), FireState (fire information), and ICBS (equipment). PERMANENT. Transfer to NARA in January 2005.		

Revised schedule attached; authorized by Leslie Crawford 4/2/01
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3. Implementation Records.

Records that document analysis, modification, testing and verification of systems for Y2K compliance. Includes risk assessments, analyses of system configuration and design, records of system changes as well as testing, validation, and verification for Y2K compliance, and interim reports of system status.

TEMPORARY. Cutoff at project completion. Destroy 3 years after cutoff.

4. Administrative Records.

Records associated with administrative aspects of Y2K projects. Includes briefings and related materials, purchase orders, status tracking, system inventories, and related materials.

TEMPORARY. Cutoff at project completion. Destroy 3 years after cutoff.

N1-95-01-1 Computer Century Conversion (Y2K) Records

[REVISED SCHEDULE]

1. Records associated with the one-time implementation of the Y2K project. See NOTE. Includes records documenting risk assessment/mitigation (including subject matter expert input); repair/replacement activities; testing, validation, and verification of automated systems; final approval of software, applications and equipment, and re-implementation of systems. Also includes training and briefing materials; and records related to the concurrent shutdown of an outdated Data General computer system and transfer of automated systems to a new IBM platform.

(a) Recordkeeping copies maintained by office managing overall agency Y2K compliance effort.

TEMPORARY. Cutoff files at project completion. Destroy 5 years after cutoff.

(b) All other copies.

TEMPORARY. Cutoff files at project completion. Destroy 1 year after cutoff.

(c) Electronic versions of Y2K records created by electronic mail and word processing applications.

TEMPORARY. Delete when file copy is generated and added to a recordkeeping system, or when no longer needed for reference or updating, whichever is later.

NOTE: The Y2K conversion project related to systems operated by all offices and regions of the Forest Service. The majority of records have been filed under other existing file codes, specifically Computer Management Plans (6209.11/6600-1-2, Permanent), Disaster Planning (6209.11/1590-2-1, Temporary), National Fire Planning (6209.11/5190-3, Temporary), and Purchase Orders (6209.11/6310-3, Temporary).