

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO N1-40-87-2	DATE RECEIVED 1-13-87
1 FROM (Agency or establishment) U.S. Department of Commerce		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Office of the Secretary		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3 MINOR SUBDIVISION Management and Information Systems			
4 NAME OF PERSON WITH WHOM TO CONFER Sherry Cage	5 TELEPHONE EXT 377-4217	DATE 7-10-87	ARCHIVIST OF THE UNITED STATES <i>Frank S. Banks</i>
6 CERTIFICATE OF AGENCY REPRESENTATIVE			

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of _____ 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

B DATE 1/8/87	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Daniel Rooney</i>	D TITLE Departmental Records Management Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
	<p align="center"><u>OFFICE OF COMPUTER SERVICES</u></p> <p>The Office of Computer Services is responsible for:</p> <ul style="list-style-type: none"> a. Operating the Springfield, Virginia, Computer Center, which is a central automated data processing facility that supports the Office of the Secretary and designated operating units. b. Providing computer resources for the selected applications of other Government agencies. c. Providing the information technology resources necessary to support the information requirements of all organizational units of the Department. These services include on-line and real-time interactive processing; batch processing; and tele-processing services and systems for textual processing, data conversion and entry, and data base management and interactive program development. d. Providing a central ordering and control system for all necessary information technology equipment used in the office technical facilities. <p><i>Copy to agency 7/13/87</i></p>		<i>3 items</i>

Request for Records Disposition Authority – Continuation		JOB NO	PAGE OF 1 of 2
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>1. <u>Computer Service Subject File.</u> Contains documentation on activities and subjects directly related to the central computer facility for the Office of the Secretary and for designated operating units, or for selected ADP applications of operating units.</p> <p>Bring active material forward. Start a new file each year. Destroy when 7 years old.</p>		
	<p>2. <u>Administrative Subject Files.</u> Consist of office copies of documents pertaining to internal housekeeping activities, and not to the functions for which the center exists. Included are time and attendance reports, billings to Commerce units for computer services, travel, requisitions for supplies and services, personnel, training, and similar records.</p> <p>Destroy when 2 years old or sooner if no longer needed.</p>	GRS 23/1	
	<p>3. <u>Computer Service Project Account Files.</u> Contains documentation on requests for ADP services and related requests for computer center accounting action. The file contains a copy of each project invoice, and a copy of SEC-696 and SEC-916.</p> <p>Destroy when 3 years old.</p>		
	<p>4. <u>Vendor Procurement Files.</u> Consist of office copies of requisitions (CD-406), invoices from vendors, purchase orders, general correspondence, and related papers on administration, receipt, and payments associated with maintenance, repair services, and maintenance renewals for ADP equipment.</p> <p><i>upon termination OR completion</i> Destroy when 3 years old or when no longer needed, whichever is earlier.</p>	GRS 3/4c	
	<p>5. <u>Vendor Contract Files.</u> Copies of vendor contracts, general correspondence associated with vendor contracts, and related papers pertaining to award and administration of each contract.</p> <p><i>termination OR completion</i> Destroy upon completion of contract.</p>	GRS 3/4c	

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6. ADP System Documentation Files. Documentation generated in non-programming language for the major ADP systems. Files include production quality control records, flow charts, backup and instructions, software, job control listing and other related papers. The documents are used for production control and quality review before product is referred back to the user.

Destroy when system to which it relates is obsoleted.