

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK (NARA use only)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIRA)
WASHINGTON, DC 20408

JOB NUMBER
71-371-02-1

DATE RECEIVED
10-15-01

1. FROM (Agency or establishment)
Department of Defense

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION
Defense Information Systems Agency (DISA)

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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
D2-C4 & Intelligence Program Integration Directorate

4. NAME OF PERSON WITH WHOM TO CONFER
Mayuree (May) Adams *Mayuree Adams*
D27 PKI Project Office

5. TELEPHONE
(703) 681-0916

DATE 2-15-02 ARCHIVIST OF THE UNITED STATES *John W. Paul*

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~~ this 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.

DATE
20011002

SIGNATURE OF AGENCY REPRESENTATIVE
Tommye Gregg
Tommye Gregg

TITLE
CIO/IRM (703) 696-1891
Records Administrator

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>Department of Defense Public Key Infrastructure Subscriber and Registration Official Certificates</p> <p>Completed DD Form 2841 and DD Form 2842, documenting subscriptions to the Department of Defense (DOD) Public Key Infrastructure (PKI) and related registration actions. Included are subscriber/registrant name, identification type and number, work location and electronic mail address, and subscriber's original signature and similar information of the witnessing registration official.</p> <p>Disposition:</p> <p>a. Recordkeeping hard copy maintained by office of primary responsibility:</p> <p>Cut off at end of fiscal year (or at the end of the month if rate of accumulation necessitates). Retire to WNRC 1 year after cut off, or sooner in 1 month increments if rate of accumulation necessitates. Destroy 11 years after cut-off date.</p> <p>b. Electronic (scanned) copies.</p> <p>Delete or destroy when recordkeeping (hard copy) is no longer needed.</p>		<p><i>DISA concurs with the changes 11/30/01 - See attached email.</i></p> <p><i>John</i></p>

Disposition:

1. Recordkeeping hard copy maintained by office of primary responsibility:

TEMPORARY. Cut off at end of fiscal year. Retire to WNRC 1 year after cut-off (cutoff and retirement dates permissible in one month increments if volume necessitates). Destroy 11 years after cut-off.

2. Electronic (scanned) copies.

TEMPORARY. Delete 11 yrs after cutoff or when no longer needed, whichever is later.

3. Electronic Mail and Word Processing System Copies.

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

TEMPORARY: Destroy/delete within 180 days after the recordkeeping copy has been produced.

b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

TEMPORARY: Destroy/delete when dissemination, revision, or updating is completed.