

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

JOB NUMBER 71-371-02-2

DATE RECEIVED 2-4-2002

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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
Chief Information Officer (CIO), Info.Res Mgt (IRM) (COB)

4. NAME OF PERSON WITH WHOM TO CONFERENCE TELEPHONE
Phil Lavietes, Chief, Information Resources Management Division 1/24/2002 (703) 681-2082

DATE 4-26-02 ARCHIVIST OF THE UNITED STATES *[Signature]*

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 2 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
20020123

SIGNATURE OF AGENCY REPRESENTATIVE
Tommie Gregg
Tommie Gregg

TITLE
CIO/IRM (703) 681-4313
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 GRS OR SUPERSEDED JOB CITATION	10.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>Section I. YEAR 2000 (Y2K) PROGRAM RECORDS</p> <p>916-01 Y2K Policy and Planning Records.</p> <p>Records created or approved by the agency head or by the heads of program offices that document efforts taken identifying potential Y2K, Global Positioning Satellite (GPS) clock rollover, and Y2K leap year problems, assessing risks, and implementing strategies for agency Y2K compliance, conversions, and contingency plans. Records may include reports or briefings outlining overall strategies, project plans, risk assessments, system identification criteria, conversion strategies, MOA/MOU and summary progress reports.</p> <p>a. Office managing overall agency Y2K compliance effort.</p> <p>Disposition: Temporary. Cut off files at project completion April 30, 2000. Transfer to WNRC 1 year after cutoff. Destroy when 20 years after cutoff.</p> <p>b. All other offices.</p> <p>Disposition: Temporary. Cut off at project completion April 30, 2000. Transfer to WNRC 1 year after cutoff. Destroy 3 years after cutoff.</p> <p><i>c.c. Agency, NR, NUNMU</i></p>	DISA 210-15-6	

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	<p>916-02 Y2K Administrative Records.</p> <p>Records associated with administrative aspects of Y2K projects, including budgeting, resource allocation, logistics, unit level project management, feeder status and progress reports, and status tracking documentation, systems inventories, and related materials.</p> <p>Disposition: Temporary. Cut off at project completion April 30, 2000. Transfer to WNRC 1 year after cutoff. Destroy 3 years after cutoff.</p> <p>916-03 Y2K Implementation Records.</p> <p>Records that document analyzing, modifying, testing, and verifying systems for Y2K compliance.</p> <p>a. Summary records of the analysis of actions taken for specific systems. Include configuration and design analyses, application of selection criteria, changes made to system, documenting windowing and other techniques, revisions or additions to systems documentation, and final reports or audits of system status, including certification of security of the site, server, system or application. Also included are any documents containing justifications to repair, retire, or replace a system because of Y2K concerns, expense or difficulty of conversion, or other rationale.</p> <p>Disposition: Temporary. Cut off at project completion April 30, 2000. Apply disposition approved for the documentation for the overall system, <i>File with for the overall system, such as FN 200-34</i></p> <p>b. Detailed records of revision, testing, and validation of a specific system or group of systems. Included are listings of potential problems, documenting windowing and other techniques, test plans, test data, test procedures and results, final validation results, and quality assurance reviews. Also include Joint Interoperability and Test Command testing, reports, and certifications of Y2K compliance.</p> <p>Disposition: Temporary. Cut off at project completion April 30, 2000. Destroy 3 years after cutoff.</p>	<p>DISA 210-15-6</p>	<p>SF 115 approval not required</p>

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	<p>916-044 Electronic Mail and Word Processing System Copies.</p> <p>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.</p> <p>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.</p> <p>Disposition: TEMPORARY: Destroy/delete within 180 days after the recordkeeping copy has been produced.</p> <p>b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.</p> <p>Disposition: TEMPORARY: Destroy/delete when dissemination, revision, or updating is completed.</p>	DISA 210-15-6	