

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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JOB NO. **N1-372-90-1**

TO: **GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

DATE RECEIVED **8-13-90**

1. FROM (Agency or establishment)
Defense Contract Audit Agency

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

4. NAME OF PERSON WITH WHOM TO CONFER
Kathy Windsor, OMR

5. TELEPHONE EXT. **274-4400**

DATE **12/27/90** ARCHIVIST OF THE UNITED STATES
Claudia J. [Signature]

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 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, 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 8/1/90	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>M. Koza</i>	D. TITLE Assistant Director, Resources
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
	<p align="center"><u>Information Resources Management Program for Defense Contract Audit Agency</u></p> <p>The 6 items described on the attached pages 2 through 3 provide for the disposition of records created or received while implementing the Information Resources Management Program within the Defense Contract Audit Agency. Authority for the disposition of some items has been granted through the General Records Schedules. In such cases, references to the GRS have been provided. These items have been included to provide continuity and sequential item numbering but have been marked out in accordance with 36 CFR 1228.20(b)(3) and 1228.70.</p>		

Item
No.

Description

- 504 INFORMATION RESOURCES MANAGEMENT. Records relating to integrating and focusing a variety of activities on managing information throughout the life cycle (from collection or creation through final disposal) and each segment of it in furtherance of program and agency objectives. It involves managing data and information in such a way that program and agency managers are able to obtain and use information efficiently, effectively, and economically. To date, there is no universally agreed to definition of IRM. A single definition of IRM would be considered too restrictive by some groups and too broad by others. Under the Paperwork Reduction Act of 1980 (PL 96-511 (44 USC 3506(c))), agency information management activities include: "... planning, budgeting, organizing, directing, training, promoting, controlling, and other managerial activities involving the collection, use, and dissemination of information." The Office of Management and Budget has broad Government-wide authorities and functions (44 USC 3504) for accomplishing all purposes of the Act. The Department of Defense defines IRM as "the policy, action, or procedure concerning information (both automated and nonautomated) that management establishes to serve the overall current and future needs of the organization. IRM policy and procedures would address such areas as availability, timeliness, accuracy, integrity, privacy, security, auditability, ownership, use, and cost-effectiveness of information." The Federal Information Resources Management Regulation (FIRMR) is limited to Government-wide regulations governing agency information activities regarding the management, acquisition, and use of certain automatic data processing, records and telecommunications resources under the authorities cited (see FIRMR 201-1.102).
- 1 504.1 General. Documents relating to information resources management which due to their general nature, cannot logically be filed elsewhere in other series that apply to information resources management program areas.
- ALL OFFICES: Destroy after 3 years.
- 2 504.2 Policies and Procedures. Documents relating to the development, preparation, issuance, and interpretation of directives or regulatory instructions on information resources management or the Paperwork Reduction Act of 1980 as implemented by the Office of Management and Budget (OMB), including copies of interim policy and procedures issued prior to publication of official numbered policy publications. Includes policies and procedures providing for the timely acquisition of required information technology.
- ALL OFFICES: Upon supersession or obsolescence, place in inactive file. Destroy after 10 years.

<u>Item No.</u>	<u>Description</u>
3	<p>504.3 <u>Reference Files.</u> Files relating to information resources management consisting of extra copies of documents which duplicate the official record copies filed elsewhere.</p> <p>ALL OFFICES: Destroy when superseded, obsolete, or no longer needed for reference, whichever is earlier.</p>
4	<p>504.4 <u>Recurring Reports and Information Requirements.</u> Recurring reports and one-time information requirements relating to information resources management.</p> <p>ALL OFFICES: Destroy after 3 years.</p>
5	<p>504.5 <u>Inventory Records.</u> Inventory records of the Agency's major information systems and information dissemination programs.</p> <p>ALL OFFICES: Destroy after completion of next comparable inventory or after 3 years, whichever is later.</p>
6	<p>504.6 <u>Information Resources Management (IRM) Triennial Reviews.</u> Reports required by the General Services Administration concerning reviews of information resources management (IRM) practices. The periodic review of Agency information systems, products and services to ensure that information systems operate efficiently, effectively, and in compliance with applicable policies, and/or to determine whether requirements continue to exist and the information system continues to meet the purposes for which it was developed. Included are associated correspondence, studies, directives, feeder reports, and monitoring surveys and reports. (GRS 16.11)</p> <p>ALL OFFICES: Destroy when 7 years old.</p>