

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <b>N 1-373-00-2</b>	DATE RECEIVED <b>6/2/00</b>
1. FROM (Agency or establishment) Defense Intelligence Agency		<b>NOTIFICATION TO AGENCY</b>	
2. MAJOR SUBDIVISION <b>(b)(3)</b>		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 <b>(b)(3)</b>			
4. NAME OF PERSON WITH WHOM TO CONFER <b>(b)(3)</b>	5. TELEPHONE <b>(b)(3)</b>	DATE <b>10-4-00</b>	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</i>
<b>6. AGENCY CERTIFICATION</b> 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 <u>1</u> 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 <b>5/30/00</b>	SIGNATURE OF AGENCY REPRESENTATIVE <b>(b)(3)</b>	TITLE	
<b>7. ITEM NO.</b>	<b>8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</b>	<b>9. GRS OR SUPERSEDED JOB CITATION</b>	<b>10. ACTION TAKEN (NARA USE ONLY)</b>
1.	<p><b><u>Y2K Policy and Planning Records</u></b></p> <p>Central collection of records that document the efforts taken to identify potential problems, assess risks, and implement strategies for agency Y2K contingency planning and compliance. Records include reports identifying overall strategies, project plans, risk assessments, system identification criteria, budget and resource allocations, logistics, and e-mail documenting status and progress of events in meeting the Y2K challenge.</p> <p>a. Recordkeeping copy records -TEMPORARY – Cut off files at project completion. Transfer to Washington National Records Center. Hold 10 years and destroy.</p> <p>b. Records created on electronic mail and word processing systems – Destroy 180 days after recordkeeping copy is generated</p>		

*Copy to: agency, NWMW 10/19/00 clb*

**REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION**

JOB NO.

PAGE

OF

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)*

2.

**System Specific Documentation**

Records which document the DIA system modifications, testing and verification for each information system in the Y2K project. Documentation related to the design and modification of the computer systems including: program listings; modification and design procedures; operating manuals and instructions.

**a. Recordkeeping copy**

**TEMPORARY – Cutoff files at project completion. Transfer to the Washington National Records Center. Destroy 10 years after cutoff or when the system or system component is superseded or retired; whichever is later.**

**b. Records created on electronic mail and word processing systems- Destroy 180 days after recordkeeping copy is generated.**

NOTE: This schedule applies only to records created or received by the central Y2K policy and planning office. It does not apply to system documentation maintained by operating offices.

Redactions have been made to this record control schedule pursuant to 5 U.S.C. 552(b)(3) with the corresponding statute 10 U.S.C. 424, which protects from disclosure the "organization or any function of, and certain information pertaining to, employees of the Defense Intelligence Agency." You will need to submit a Freedom of Information Act (FOIA) request to the Office of the General Counsel for the withheld information.

<http://www.archives.gov/foia/>