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Request f	or Records Disposition Authority-Continuation	DB NO.	PAGE OF 5
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. Sample o Job no.	R 10. ACTION TAKEN
(211 - c	ntinued)	1	
	in this Instruction. Magnetic media, punched cards,	X	
	punched tapes, reports, microforms, and printouts con-		· · ·
	taining multifunctional data and information with vary:		
	retention periods will be retained for the longest per:		
	required for any data or information recorded thereon		
	it is not feasible to dispose of separate portions the	reof.	•
	4. Magnetic media and card decks often contain information	ation	
	or data which is duplicated elsewherei.e., the inform		
•	tion or data was captured from record copies of hard co		
	documents and/or the duplicate information or data is a		
	tained in record copies of reports or printouts produce		
	ADP facilities. Where this is done, magnetic media and	1	•
	punched cards are of temporary value. Temporary magnet		
•	media of this type is often referred to as scratch tape		
	test tapes, data input tapes, working tapes print tape	es,	
	and reformed data tapes.		
	5. Magnetic media, punched cards, and similar media, 1		
	ever, may be designated as record copy material in lies		
	reports, printouts, and similar hard popy materials.		
	Before designating magnetic media or punched cards as		
· .	record material, consideration should be given to the		
	following:		
	a. Storage space required for information on magnet	atic	4
	media is minimal when compared with the space required		
	store the same information and data on hard copy mater:		
	b. Expensive temperature and humidity controlled :	facil	•
	ities are necessary for proper storage of magnetic med:		
	and punched cards.		
			:
	c. Magnetic media of long term or permanent value		
	be examined periodically and the data transferred to no	ew	,
•	media as older media deteriorates.		
	a provide the second state comparison of a second		
	d. Due to the mass of data contained on a single p of magnetic media, voluminous information may be lost		
	accidental destruction; loss; or blanking of a single t		
	of magnetic media.		
•	e. rogram and/or systems documents or tapes must	be	
	maintained for all retired record copy magnetic media		
	punched cards.		
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> Four copies, including original, to be submitted to the National Archives .

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Request	for Records Disposition Authority—Continuation	JOB NO.		PAGE OF
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)		9. SAMPLE OR JOB NO.	10. ACTION TAKEN
(211 - c	ntinued)			······································
	f. Reference service by records centers normally	con-		
	sists of returning magnetic media or punched cards on			
	loan basis. Thus, retiring agencies are required to a	retain		••
	or arrange for the use of, necessary equipment to refe	erence		
	the retired record material.			
211.01	PLANNING AND PROGRAMING FILES. Documents relating to			· · ·
(225-01)	development of plans, policies, and procedures for age			
	and command automatic data processing systems (ADPS) a			
	programs, conversion to ADPS; and supervision thereof			•
	Included are master plans, feasibility studies, coord:			
	documents, approvals, disapprovals, charts, diagrams,	and		4
	similar documents.			۰ ت ر. -
	a. Approvals and Cut off on supersession or	tormi		
;	related documents: nation of system or program			
	Destroy 5 years after cutor			
				•••
	b. Disapprovals and . Destroy when 2 years old.	17		
	related documents:			*
• _				
211.02	ADPE ACQUISITION CASE FILES. Documents related to pla	nning		•
(225-02)	and preparing for initial acquisition (including select			i.
	evaluation, procurement, and installation) of ADP equi			
•	multiple equipment when part of a system, auxiliary equipment			
	ment, and attachments for existing equipment. Include			
	feasibility and application studies, system specificat		-	
	and reports of their review, manufacturers proposals a			
	evaluations thereof, documents relating to installatic equipment or systems, reports of readiness reviews and			
	formance evaluations, benchmark computation information			٢.
	puts, benchmark accounting information outputs, and re			
	papers.	.]		
			*.	
	a. Office performing Destroy 5 years after perfo	orm-		
x.	DNA-wide staff respon ance evaluation or 5 years	1		
	sibility for the func- determination that such an			i.
	tional area of ADPS ation will not be made or t			
*	application and equip- the system will not be inst			
	ment selection: However, benchmark, compute		e. *	÷۵
	information outputs from w			ì.
•	vendors and vendors declard responsive due to benchmar			
	formance, will be destroyed			
	year after completion of t		-	
		hmark		
	computation information ou			· ·
	from losing vendors will b	e		\$ _
	destroyed 1 year after acc	ept-		-
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211.02	continued)			
	b. Office responsible Destroy when 2 years old of	- 011		-
	for evaluating the discontinuance.	· .		,
	equipment and system,			
	and acquiring offices:			· .
11.03	ADPS SPECIFIC STUDY FILES. Documents relating to stu	dving		
25-04)	specific functional areas to determine advantages that			
23-04)	would result from the use of ADP systems already avai	5		
	Included are studies, source data, solutions, advanta			
•	requirements, benefits, cost data, and related docume			
		med i		
.*	Destroy when 10 years old or	when		
	superseded, obsolete, or no			
	needed for guidance, which e	er is	later.	
11.04	ADP TEST FILES. Documents relating to the testing of	ADPE	. GRS	20,
25-05)	equipment and/or data processing methods and procedur		Par	+1
	to the trial application of existing or proposed data	1	1 01	17
	cessing systems. Included are requests for tests,	-	またへろ	445
	approvals or disapprovals, test reports, and communica	tions		-
	relating to the tests.	Ì		
			n ole he	no of testine
· , · ·	a. Approvals: Destroy & years after discon	tinu - f	ompicition	n of testino
	ance of system. Cut off annu	arry.		
•	when no longer ne	eded.		
	b. Disapprovals: Destroy when 2 years old of	on –		
	discontinuance.			
				•
11.05	ADP MANAGEMENT REPORTING FILES. Documents containing			
25-06)	agement data on costs, equipment, staffing, workload cities, and overall effectiveness of ADP operations a			
	documents used to evaluate rental, purchase, operations	n and		
2	maintenance costs. Included are reports, briefs, and			
	related documents.		м. М	
	Destroy 5 years after comple	tion		
	of report.			
11,06	ADPS CENTRAL REFERENCE FILES. Documents reflecting t			
25-07)	acquisition of ADPS for nonbusiness, type of applicati	lons		
	which are maintained as a source of reference. Inclu			
	are copies of feasibility and applications studies, s			
	specifications, procurement proposals, procurement do	ocu-		
	ments, and related documents.	1		
	Destroy on supersession, obs			
	cence, or when no longer nee	eded		
• •	for reference.			

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7. ITEM NO.	. (With	8. DESCRIPTION OF Inclusive Dates or Rete			9. SAMPLE OR JOB NO.	10. ACTION TAKEN	-
211.07	ADPE INVENTORY FILES.		, -	- ,			•
225-08	ADP equipment availab available in the ever conditions.						••
		cence,	y on supersessi or when no lon ference.		•		•
<u>11.08</u> 25-09)	ADP SYSTEM AND PROGRA Documents, cards, or files," "library file include complete nece	magnetic med: es," or "reco	ia designated a rd copy files"	s "master which	GRS a Part Items	20, I	
:	for operation of ADP are user requests; an system instructions; and report specificat charts; coding instru	systems, pro nalytical rep user guides tions and SOP	grams, and jobs orts; design re and manuals; in s; block diagra	. Included quirements; put, output ms; flow	Items	607	
	copies of applicable instructions; and rel	software and lated files.	reference mate	rials; job			
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		media under	y 1 year after and other data the system, pro	produced gram, or	2		
-		media under job ha destro n eti s-	and other data the system, pro s been blanked yed. b .If perman data has been r	produced gram, or or ent mag- etired, the			
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Revised July 1974 Prescribed by General Services Administration