

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1. 060-00-7	DATE RECEIVED 3-9-2000
1. FROM (Agency or establishment) Department of Justice		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Justice Management Division		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Information Management & Security Staff			
NAME OF PERSON WITH WHOM TO CONFER Don Wolfrey, Y2K Program Manager 3-6-00	5. TELEPHONE 202-514-4115	DATE 6-22-00	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
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 <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 3-6-00	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> Bernard W. Berglund	TITLE Records Officer	

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<p align="center"><b><u>YEAR 2000 PROGRAM RECORDS</u></b></p> <p align="center">(Offices, Boards and Divisions)</p> <p><b><u>Century Date Conversion (Y2K) Records and Reports</u></b> Records related to the initiative undertaken to ensure that automated systems will continue to function reliably when the date changed to the year 2000. The project related to activities conducted by all entities within the Offices, Boards and Divisions of the Department of Justice (DOJ). Files may include but are not limited to:</p> <ul style="list-style-type: none"> <li>Records related to overall Year 2000 efforts, plans, strategies, submissions to the DOJ Year 2000 Program Manager, testing plans (criteria and results), monitoring and tracking efforts, and policy letters.</li> <li>List of applications (or systems) reviewed or accessed with notation of those requiring remedial work, scope of work needed to bring nonconforming applications or systems into compliance.</li> </ul> <p align="right"><i>Agency N10110 NR</i></p>		

- Testing documentation such as descriptions of types of tests performed on various systems (e.g., baseline, unit, regression, etc.); types of test systems used, procedures involved in testing, summaries of test results and sign-offs, sufficient to establish the Year 2000 readiness of applications and systems tested; deviations from prescribed test results; criteria to determine if an application or system is Year 2000 compliant; plans for retesting computers, applications or systems that fail a Year 2000 test and documentation as to how the failure was corrected, and information sufficient to explain changes to applications or systems for Year 2000 readiness.

- Reviews of the Year 2000 program conducted by the DOJ's Inspector General, the General Accounting Office, or independent validation and verification contractors.

- Contracts (not including purchase orders) in which Year 2000 compliance is a stated requirement and contracts with outside consultants to address the century date change.

- Records of correspondence with external vendors, such as documentation from Websites or certification letters, describing the Year 2000 status of vendor products and services used by the Department.

- Records of correspondence with the Congress, the Office of Management and Budget, and the General Accounting Office.

In the minutes of the CIO Council Committee on Year 2000 meeting of January 18, 2000, <sup>it was</sup> ~~the Office of Management and Budget (OMB)~~ recommended that reports/records produced by Agencies be retained in case there are any audits. *Discussed w/ Bernice Berglund, DOJ records officer, 6/7/00*

**Disposition: Temporary.** Close the files at the end of the year 2000. Files will be retained for 6 years after close for audit purposes, then destroyed, ~~as recommended by OMB.~~ Files may be transferred to the Washington National Record Center one year after close.

2. **Electronic version of email messages and word processing documents.** Documentation created and received via electronic systems that is determined to have record status and that supports the century date conversion (Y2K) records and reports will be copied to paper. Email messages include message text, attachments, drafts, and transmission and receipt date. The process described in Item 1 above is the recordkeeping system.

**Disposition:** Delete after copying to paper and placement in the recordkeeping system.