

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

1. FROM (Agency or establishment)
Department of Justice

2. MAJOR SUBDIVISION
Justice Management Division/IRM

3. MINOR SUBDIVISION
Information Management and Security Staff

4. NAME OF PERSON WITH WHOM TO CONFER
Mary Ellen Condon
Director

5. TELEPHONE
202-514-4292

LEAVE BLANK (NARA use only)

JOB NUMBER
11-60-97-1

DATE RECEIVED
11-18-96

NOTIFICATION TO AGENCY

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

DATE
6-18-97

ARCHIVIST OF THE UNITED STATES
John W. Carl

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 1 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
11-12-96

SIGNATURE OF AGENCY REPRESENTATIVE
Bernard W. Berglund
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 GRS OR SUPERSEDED JOB CITATION	10.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><u>COMPUTER SECURITY RECORDS</u></p> <p>The Information Management and Security Staff (IMSS) assists customer organizations in the acquisition and management of secure, cost effective, information technology in support of departmental missions and program goals, through information sharing, technical assistance, and preparation of plans, policy, guidelines and best practices. The security program provides oversight, guidance and assistance to all Department of Justice components in the areas of automated information security and records management.</p> <p><u>Computer security files</u> contain general correspondence, security incident reports, compliance reviews, Inspector General and General Accounting Office audit reports, certification reports and accreditation statements.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION

JOB NUMBER

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7
ITEM
NO.

8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9. GRS OR
SUPERSEDED
JOB CITATION

10 ACTION
TAKEN (NARA
USE ONLY)

2,

CERTIFICATION RECORDS

a. Risk Analysis Documents.

Disposition: Destroy when 2 years old or when no longer needed for operational purposes or reference, whichever is sooner.

Disposition: Destroy when superseded or obsolete.

b. Security Plan Documents.

Disposition: Destroy when superseded or obsolete.

c. Contingency Plan Documents.

Disposition: Destroy when superseded or obsolete.

d. Request for Waivers of Mandatory Federal and Departmental Policies and Standards.

Disposition Destroy when superseded or obsolete.

*Addition OK for
B. Berglund
4/8/97
SJC*