

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

Federal Bureau of Investigation

3. MINOR SUBDIVISION

Information Resources Division

4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE

William Shackelford

202-324-6903

LEAVE BLANK (NARA use only)

JOB NUMBER

NI-65-00-8

DATE RECEIVED

8-31-00

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request, including amendments, is approved except for items that may be marked "disposition not approved" or withdrawn" in column 10.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

12-22-00

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 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, 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

08/29/2000

SIGNATURE OF AGENCY REPRESENTATIVE

William Shackelford

TITLE

**FBI Archives Specialist
Information Management Section**

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p align="center">YEAR 2000 PROGRAM RECORDS Date Conversion (Y2K) Records and Reports</p> <p>Records related to the initiative undertaken to ensure that automated systems will continue to function reliably when the date changed to the calendar year 2000. The project related to activities conducted by all entities within the Federal Bureau of Investigation (FBI). Files may include but are not limited to:</p> <p>1) Records related to overall Y2K efforts, plans, strategies, submissions to the FBI Y2K Program Manager, testing plans (criteria and results), monitoring and tracking efforts, and policy letters.</p> <p>TEMPORARY - Close the files at the end of the calendar year 2000. Retire to the Washington National Record Center one year after close. Destroy 6 years after close of file.</p> <p>2) 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</p> <p>TEMPORARY - Close the files at the end of the calendar year 2000. Retire to the Washington National Record Center one year after close. Destroy 6 years after close of file.</p> <p><i>Agency NWMD NWMD NR</i></p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION		JOB NO.	PAGE 2 OF 2
7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
	<p>3) 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 Y2K readiness of applications and systems tested; deviations from prescribed test results; criteria to determine if an application or system is Y2K compliant; plans for retesting computers, applications or systems that fail a Y2K test and documentation as to how the failure was corrected, and information sufficient to explain changes to applications or systems for Y2K readiness.</p> <p>TEMPORARY - Close the files at the end of the calendar year 2000. Retire to the Washington National Record Center one year after close. Destroy 6 years after close of file.</p> <p>4) Reviews of the Y2K program conducted by the Department of Justice (DOJ) Y2K Program Manager, DOJ Office of the Inspector General and the General Accounting Office, or independent validation and verification contractors.</p> <p>TEMPORARY - Close the files at the end of the calendar year 2000. Retire to the Washington National Record Center one year after close. Destroy 6 years after close of file.</p> <p>5) Contracts (not including purchase orders) in which Y2K compliance is a stated requirement and contracts with outside consultants to address the century date change.</p> <p>TEMPORARY - Close the files at the end of the calendar year 2000. Retire to the Washington National Record Center one year after close. Destroy 6 years after close of file.</p> <p>6) Records of correspondence with external vendors, such as documentation from websites or certification letters, describing the Y2K status of vendor products and services used by the FBI.</p> <p>TEMPORARY - Close the files at the end of the calendar year 2000. Retire to the Washington National Record Center one year after close. Destroy 6 years after close of file.</p> <p>7) Records of correspondence with the Congress, the Office of Management and Budget, and the General Accounting Office.</p> <p>TEMPORARY - Close the files at the end of the calendar year 2000. Retire to the Washington National Record Center one year after close. Destroy 6 years after close of file.</p>		

8) Electronic versions of records covered by items 1 through 7 of this schedule created by electronic mail and word processing applications.

TEMPORARY. Delete when file copy is filed in a record keeping system.