Schedule Number: N1-065-10-039

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Explanation / Description:

Both items are superseded by GRS 3.2, items 030 and 031, depending on the accountability for access to the system.

Date Reported: 09/09/2022
**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

<table>
<thead>
<tr>
<th>JOB NUMBER</th>
<th>N1-065-10-39</th>
</tr>
</thead>
<tbody>
<tr>
<td>To</td>
<td>NATIONAL ARCHIVES &amp; RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001</td>
</tr>
<tr>
<td>Date received</td>
<td>9/17/10</td>
</tr>
</tbody>
</table>

1. **FROM (Agency or establishment)**
   Department of Justice

2. **MAJOR SUBDIVISION**
   Federal Bureau of Investigation

3. **MINOR SUBDIVISION**
   Records Management Division

4. **NAME OF PERSON WITH WHOM TO CONFER**
   Tammy J Strickler

5. **TELEPHONE NUMBER**
   540-868-4363

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 page(s) are not needed now for the business for 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,

   - **X** is not required
   - **☐** is attached, or
   - **☐** has been requested

7. **DATE**
   9/14/2010

8. **SIGNATURE OF AGENCY REPRESENTATIVE**
   John Charles Kylsa

9. **TITLE**
   Chief, Records Automation Section (for) Agency Records Officer

10. **ITEM NO | DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | GRS OR SUPERSEDED JOB CITATION | ACTION TAKEN**

    **Electronic System Audit Logs**

    Audit logs capture the identification of each user and association of that identity with all auditable actions taken by that individual. The logs record actions such as user ID, start date and time and stop date and time for all logon and logoff attempts (success and failures) in addition to the type of event or action, the terminal or workstation ID and the system location of the event.

    (1) Audit logs for systems related to investigative or intelligence activities, and systems for which records must be maintained for 25 or more years

    **DISPOSITION** Retain audit logs for 25 years, or until system is discontinued, whichever is later

    (2) Audit logs for systems related to administrative systems, not related to systems managing investigations or intelligence activities

    **DISPOSITION** Audit logs shall be retained commensurate with the longest disposition for the records in the system. (For example, financial records have a 7-year retention period, audit logs for systems maintaining financial records would also have a 7-year retention period.)