

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

1. FROM (Agency or establishment)
Bureau of ATF

2. MAJOR SUBDIVISION
Science and Technology

3. MINOR SUBDIVISION
Information Services Division

4. NAME OF PERSON WITH WHOM TO CONFER
Yvonne Johnson

5. TELEPHONE
927-7776

LEAVE BLANK (NARA use only)

JOB NUMBER
71-436-01-2

DATE RECEIVED
9-10-01

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 ARCHIVIST OF THE UNITED STATES
5-6-02 *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 3 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: 8/29/01

SIGNATURE OF AGENCY REPRESENTATIVE: *Frank Bowers*

TITLE: ATF Records Officer, Chief, DSIB

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>ATF RCS 101, items 86 through 91⁹⁰. See attached. (ATF Y2K Files). <i>Items 88-92</i></p> <p><i>Change in ATF RCS item numbers / updated agency schedule. effective 4/5/02 TT</i></p> <p><i>Agency, NWMLWA NR</i></p>		

- 86 Y2K Policy and Planning Records. Records created or approved by the agency heads or heads of program and staff offices that document efforts taken to identify potential problems, assess risks, and implement strategies for agency Y2K compliance and contingency. Records may include Y2K contractor statements of work and related contractor deliverables outlining overall strategies, project plans, risk assessments, application system contingency plans and progress reports.

DISPOSITION. TEMPORARY. CUT OFF FILES AT PROJECT COMPLETION. DESTROY 6 YEARS AFTER CUTOFF.

- 87 Y2k Administrative Records. Records associated with all administrative aspects of Y2K projects, including budgeting, resource allocation, logistics, equipment, organizational charts, training, progress reports, monthly Treasury status reports, contract deliverables related to project status, system inventories, and related materials.

DISPOSITION. TEMPORARY. CUT OFF FILES AT PROJECT COMPLETION. DESTROY 6 YEARS AFTER CUTOFF.

- 88 System Y2K Assessment/Correction Records. These records document the testing and modification of all IT and non-IT inventoried systems including test analysis reports, and facilities site, telecommunications and laboratory assessments and compliance tracking.

- a. These are summary records that may include configuration and design analysis, application of selection criteria, changes made to system, and revisions or additions to system documentation. The records document justifications to repair, retire, or replace system in relation to Y2K concerns.

DISPOSITION. TEMPORARY. CUT OFF AT PROJECT COMPLETION. DESTROY 6 YEARS AFTER CUTOFF, OR WHEN THE SYSTEM IS SUPERSEDED OR RETIRED, WHICHEVER IS LATER.

- b. Records of the revision, testing, and validation of a specific system or group of systems.

Includes listings of potential problems, test plans, test data, test procedures and results, final validation results, and quality assurance reviews.

DISPOSITION. TEMPORARY. CUT OFF AT PROJECT COMPLETION. DESTROY WHEN 6 YEARS OLD.

89. Testimonies and Audit Response/Reports. Records include GAO testimonies, congressional testimonies by the Director, Assistant Director for the Office of Management/CFO and the Bureau's Y2K Executive Director, and the Assistant Director for the Office of Science and Technology/CIO, responses to congressional hearings, briefing materials, memorandums to Treasury Bureaus, Treasury Inspector General and the Treasury Independent Verification and Validation contractor audit responses and related materials.

DISPOSITION. TEMPORARY. CUT OFF AT PROJECT COMPLETION. DESTROY WHEN 6 YEARS OLD.

90. Electronic Mail and Word Processing Documents. Records created and received on electronic mail and word processing systems, and used to generate recordkeeping copies of documents covered by other items on this schedule. Also includes electronic records maintained for updating, revision, or dissemination.

a. Records that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives and copies on shared network drives that are used only to produce the recordkeeping copy.

DISPOSITION. TEMPORARY. DESTROY/DELETE AFTER RECORDKEEPING COPY IS GENERATED AND PLACED IN A RECORDKEEPING SYSTEM.

b. Records used for dissemination, revision, or updating.

DISPOSITION. TEMPORARY. DESTROY/DELETE WHEN DISSEMINATION, REVISION, OR UPDATING IS COMPLETE.