

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

National Drug Intelligence Center

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Pamela M. Nemeth

5. TELEPHONE

(814) 532-4572

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

12/17/02

SIGNATURE OF AGENCY REPRESENTATIVE

Thomas D. Sylvia

TITLE

Supervisor, General Services Unit

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

SEE ATTACHED

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARA USE ONLY)

1. 01-8 Software Licensing Agreement and Disclaimer File

Agreements and disclaimers for software designed at NDIC and distributed to local, state, or Federal law enforcement entities. These signed agreements list the conditions that the recipient agrees to follow.

- a. TEMPORARY. Destroy agreements when superseded by updated or revised software.
- b. Electronic copies of records created with electronic mail and word processing systems: Delete after the recordkeeping copy has been produced.

2. 01-9 Technology and Equipment File

Memorandums on equipment upgrades for photocopiers, binding equipment, CD duplicators, etc. and desktop software upgrades.

- a. TEMPORARY. Cut off files at end of calendar year. Destroy 3 years after cutoff.
- b. Electronic copies of records created with electronic mail and word processing systems: Delete after the recordkeeping copy has been produced.

3. 20-8 Computer System Security Backup File

Security backups for Main Network Segment (MNS), Justice Network Segment (JNS), and stand-alone systems, both incremental and full, created and maintained to restore the system in the event of a system failure or other unintentional loss of data. This disposition does not cover data copied for purposes other than for emergency system restoration. Nor does it cover data copied for specific systems and/or applications which may or may not be accessible through NDIC.

- a. Incremental Backups. Daily backups (usually made after the close of business) of system transactions made on that day only. TEMPORARY. Destroy, erase, or overwrite after one month.
- b. Full Backups. Full system backups (usually taken once a week after close of the business week) which becomes a copy of the system for that point in time. TEMPORARY. Destroy, erase, or overwrite after one month.
- c. Disk Image Backups. Disk image backup (usually once per build or major system modification) of operating system files of servers and stand-alone systems. TEMPORARY. Maintain until superseded or obsolete.