

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-59-00-19	DATE RECEIVED 06/23/00
1 FROM (Agency or establishment) Department of State		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION Bureau of Information Resource Management			
3 MINOR SUBDIVISION Program Management Office			
4 NAME OF PERSON WITH WHOM TO CONFER John A. Cruce	5 TELEPHONE 202-261-8455	DATE 10-4-00	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>

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 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 6/13/2000	SIGNATURE OF AGENCY REPRESENTATIVE <i>Margaret J. Peppe</i>	TITLE
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
SEE ATTACHED SCHEDULE			

Copy to: agency, NWMW 10/19/00 clb

1. Y2K Policy and Planning Records.

Records created by the heads of program offices that document efforts taken to identify potential problems, assess risks, and implement strategies for agency Y2K compliance and contingency. Records may include reports outlining overall strategies, project plans, risk assessments, system identification criteria, and summary progress reports.

1a. Recordkeeping copy maintained by office managing overall agency Y2K compliance effort.

Disposition: Temporary. Cut off files at project completion. Destroy 5 years after cut off.

1b. All other copies.

Disposition: Temporary. Cut off at project completion. Destroy three years after cut off.

2. Y2K Administrative Records.

Records associated with all administrative aspects of Y2K projects, including budgeting, resource allocation, logistics, unit level project management, feeder status and progress reports, status tracking documentation, system inventories, and related materials.

Disposition: Temporary. Cut off at completion of project. Destroy three years after cut off.

3. Implementation Records

Records that document analyzing, modifying, testing, and verifying systems for Y2K compliance. These records cover the management, coordination, and monitoring of the compliance and readiness status of the Department's critical information technology systems, non-information technology systems, and infrastructure for the continuity of information technology and data exchange as it relates to possible problems associated with the starting date of the millennium referred to as Y2K (Year 2 Kilo (thousand)).

3a. Summary records of the analysis of actions taken for specific systems. These records may include configuration and design analyses, application of selection criteria, changes made to system, revisions or additions to systems documentation, and final reports or audits of system status. Typically document justifications to repair, retire, or replace system in relation to Y2K concerns.

Disposition: Cut off at project completion. Apply disposition approved for the overall system.

3b. Detailed records of the revision, testing, and validation of specific systems or group of systems. Documentation consists of Application Certifications; GAO, OMB and Year 2000 Steering Committee reports; Year 2000 Day One Status reports; the Millennium newsletter; memorandums; e-mails; and other documentation that cover analyses, assessments, awareness and outreach programs, certifications, computer systems, compliance, contingency plans, corrections, deliverables, enhancements, guidance, implementations, interfaces, methodologies, milestones, objectives, office automation, performance measures, platforms, problem solutions, renovations, software applications, standards, taskers, tracking, validations, wavers, and other related subjects.

Disposition: Cut off at project completion. Destroy when 3 years old.

4. Electronic Mail and Word Processing System Records.

Records created 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.

4a. Records with no further administrative value after the record keeping copy is generated.

Disposition: Destroy 180 days after recordkeeping copy is generated.

4b. Records used for dissemination, revision, or updating

Disposition: Destroy when dissemination, revision, or updating is complete.