

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

1. FROM (Agency or establishment)
U.S. Department of the Interior

2. MAJOR SUBDIVISION
Office of the Secretary

3. MINOR SUBDIVISION *the Chief Information Officer*
Office of ~~Information Resources Management~~

4. NAME OF PERSON WITH WHOM TO CONFER Vincent T Clark

5. TELEPHONE (202) 208-6637

LEAVE BLANK (NARA use only)

JOB NUMBER
NI-48-01-03

DATE RECEIVED
Aug. 17, 2001

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 8-8-02 ARCHIVIST OF THE UNITED STATES *John W. Paul*

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 <i>8/14/01</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Vincent T Clark</i>	TITLE Acting Records Officer
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
<i>1</i>	<p>Please accept ^{see} the Office of Secretary Records listed on the attached pages.</p> <p><i>Office of the Chief Information Officer</i> <i>42K Records</i></p> <p><i>Revisions to this schedule approved by DOI Records Officer in memorandum dated 4/23/02 (see attached). JCL</i></p>	<i>OSRB 7</i>	

Nnnn - RECORDS AND INFORMATION MANAGEMENT
GRS/OS Combined Records Schedules

Record Category - K - Program/Project Records

Item	Record Series Description	Disposition Authority
nn	Reserved	
7	Year 2000 (Y2K) Computer Century Conversion Activities [nnnn]. Exclusions: Y2K documentation for a specific computer system (file and dispose of with specific system documentation); record copy of directives issued (General Records Schedule 16/1a).	
	<p>a. Y2K Policy and Planning Records. Records created or approved by the agency head or 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 include reports outlining overall strategies, project plans, risk assessments, priority listings, disaster recovery plan/continuity of operations plan covering this time period, system identification criteria, minutes of meetings and discussions, checklists, and summary progress reports.</p>	
	(1) Recordkeeping copy, maintained by office managing overall agency Y2K compliance effort, of overall project management guidance, minutes of meetings, and official periodic reports to head of agency and oversight agencies, arranged alphabetically by subject.	TEMPORARY. Cut off at end of year of project completion. Retire to WNRC 1 year after cutoff. Destroy 15 years after cutoff.
	(2) All other copies and detailed background records, including routine emails and drafts of guidance.	TEMPORARY. Cut off at end of year of project completion. Retire to WNRC 1 year after cutoff. Destroy 3 years after cutoff.
	<p>b. 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, training and briefings and related materials.</p>	
	(1) Recordkeeping copy of budget estimates, documents tracking resource allocation and expenditures for Year 2000 supplemental funding and all associated guidance and justification, arranged alphabetically by bureau or office name within two categories: budget estimates, and allocation/expenditure documents.	TEMPORARY. Cut off at end of year after project completion. Retire to WNRC 1 year after cutoff. Destroy 15 years after cutoff.

	(2)	Recordkeeping copy of planning and implementation materials for Day One period (12/31/1999-3/1/2000); for awareness and public affairs projects; and for interagency working groups of which agency was a member, but was not the lead agency.	TEMPORARY. Cut off at end of year after project completion. Retire to WNRC 1 year after cutoff. Destroy 3 years after cutoff.
	(3)	All other copies of administrative records.	TEMPORARY. Cut off at end of year after project completion. Retire to WNRC 1 year after cutoff. Destroy 3 years after cutoff.
c.		Y2K Implementation Records. Records that document analyzing, modifying, testing, compliance, and verifying systems for Y2K compliance. Includes certificates of verification and approvals.	
	(1)	Summary records of the analysis of actions taken for specific systems. These records 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.	TEMPORARY. Cut off files at project completion. Retire to WNRC 1 year after cutoff. Destroy 10 years after cutoff.
	(2)	Detailed 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.	TEMPORARY. Cut off at project completion. Retire to WNRC 1 year after cutoff. Destroy 3 years after cutoff.
d.		Y2K Audiovisual Records. Posters prepared for and issued within the Department of the Interior to inform employees of Y2K activities. Videotape of Y2K public awareness events.	
	(1)	Record set (2 copies of each poster or videotape) of Y2K posters and event videotapes widely distributed within the Department.	PERMANENT. Transfer to the National Archives upon approval of this schedule. Item without enduring value will be destroyed during processing under appropriate GRS 21 authorities.
	(2)	All other copies of posters and videotapes.	TEMPORARY. Destroy when no longer needed for current business.
e.		Y2K Web Site Records. Electronic and textual records relating to the Y2K Web page maintained by the Department of the Interior.	
	(1)	Records on the Site (Web Site Content). Electronic copies of documents such as press releases, directives, publications, Y2K planning documents, status updates, and list of responsible persons. The disposition of the recordkeeping copies of these is provided for elsewhere in this	TEMPORARY. Destroy/delete 3 years after removal from the Department of the Interior Home Page.

		schedule or other agency records schedules.	
	(2)	Y2K Web Site Program Management Records. Recordkeeping copies of correspondence, reports, studies, issuances, and graphic design records relating to the overall development, construction, and management of the site or those used to administer the site.	TEMPORARY. Cut off files at project completion. Retire to WNRC 1 year after cutoff. Destroy 3 years after cutoff.
	f.	Electronic Versions of Y2K Records Created by Electronic Mail, Spreadsheet, and Wordprocessing Applications.	TEMPORARY. Delete when the recordkeeping copy is generated and filed in a recordkeeping system, or when no longer needed for reference, dissemination, or updating.