

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-048-08-2</i>	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date Received <i>1/10/08</i>	
FROM: (Agency or establishment) Department of the Interior		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office of the Secretary		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request, including amendments, is approved except for items that may be marked "disposition not approved or "withdrawn" in column 10	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Pamala R. Quallich	4. TELEPHONE NUMBER 202-208-3909	DATE	ARCHIVIST OF THE UNITED STATES
5. AGENCY INFORMATION 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 <u>3</u> page(s) are not needed now 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. <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE December 13, 2007	SIGNATURE OF AGENCY REPRESENTATIVE <i>Pamala R. Quallich</i>		TITLE Office of the Secretary Records Officer
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<i>See Attached List of Record Description and Requested Disposition Authority.</i>		
<i>Re 6/13/08 copy sent to agency</i>			

1400 – General System Records. General records common to most systems, including backup tapes, planning files, maintenance files, security files, system documentation, and other materials. Items are used in conjunction with records dispositions for system data files and other system-specific items, established elsewhere in this schedule (with the appropriate program office).

1401 – Tape Backups. System backup tapes maintained for potential system restoration in the event of a system failure or other unintentional loss of data.

1401.1 Routine Backups. Incremental backup tapes created routinely for system recovery in the event of an emergency.

Disposition: Temporary. Destroy when superseded by a full back-up, or when no longer needed for system restoration, whichever is later. (GRS 24-4a(1))

1401.2 Annual Backups. Full backups generated on an annual basis for long-term recovery.

Disposition: Temporary. Cut off at close of calendar year. Destroy after 10 years, or when no longer needed to backup data, whichever is later.

1401.3 Indian Trust Backups. Backups made of Indian Trust data stored on a system.

These files are classified as Indian Fiduciary Trust Records (IFTR).

Disposition: Permanent. Cut off at close of calendar year. Transfer to NARA after 10 years.

1402 – Planning and Development. Design specifications, system authorizations, functional requirements, and documents generated for the installation and implementation of a system, including documents used to create master data files (does not include the data itself).

Disposition: Temporary. Cut off when system is discontinued or terminated. Destroy after 10 years.

1403 – Management and Maintenance Files. Documents created to test system performance, monitor system usage, update master data files, and any related or supporting documents. Files should not contain actual data included in master data files.

Disposition: Temporary. Cut off at close of calendar year. Destroy after 2 years, and when no longer needed for agency business.

1404 – Security Files. Records relating to system security, risk analysis, and disaster and continuity planning.

~~**1404.1 System Security Plans.** System Security Plans, Disaster Recovery Plans, and related records.~~

~~Disposition: Temporary. Cut off when system is superseded/obsolete. Destroy after 1 year. (GRS 24-5a)~~

~~**1404.2 IT Risk Analysis/Assessment.** Documents identifying IT risks and analyzing their impact, risk measurements and assessments, actions to mitigate risks, implementation of risk action plan, service test plans, test files and data.~~

~~Disposition: Temporary. Cut off when system is superseded/obsolete. Destroy after 1 year. (GRS 24-5b)~~

~~**1404.3 User Identification Files (Routine Systems).** User identification, profiles, authorizations, and password files that do not pertain to systems requiring special accountability.~~

~~Disposition: Temporary. Cut off when account is terminated. Destroy after 1 year.~~

~~**1404.4 User Identification Files (Other Systems).** User identification, profiles, authorizations, and password files for systems requiring special accountability, such as those containing information needed for audit of investigative purposes, and those that contain classified or sensitive information.~~

~~Disposition: Temporary. Cut off when account is terminated or password is altered. Destroy after 6 years, or when no longer needed for investigative or security purposes, whichever is later. (GRS 24-6a)~~

~~**1404.5 Incident Files.** Computer security incident handling, reporting, and follow-up records.~~

~~Disposition: Temporary. Cut off when all necessary follow-up actions have been completed. Destroy after 3 years. (GRS 24-7)~~

~~**1404.6 Other Security Files.** All other files concerning the security of a system not covered elsewhere in this schedule. Includes Privacy Impact Assessment (PIA), Asset Valuation, Certification Statement, Accreditation Statement, and other records.~~

Disposition: Temporary. Cut off when system is superseded/obsolete.
Destroy after 1 year.

1405 – User Manuals and Documentation. Records providing information on systems, such as system and file specifications, codebooks, record layouts, user guides, output specifications, training documents, and other related information.

1405.1 Temporary. Manuals and documentation for temporary systems.

Disposition: Temporary. Cut off at the end of the calendar year when superseded. Destroy superseded copy of manual when 1 year old. Retain most recent version until system is terminated.

1405.2 Permanent. Manuals and documentation for permanent systems.

Disposition: Permanent. Cut off when superseded or obsolete. Transfer to NARA in accordance with the master data file(s)'s disposition instructions. (GRS 20-11a(2))

1406 – Input Files. Documents utilized solely in creating, updating, or modifying data within a system, and not required for audit or legal purposes.

Disposition: Temporary. Cut off when data is entered into the system. Destroy when no longer needed to support or serve as a backup for the master data file.

1407 – Output Files. Information extracted, exported, or printed from the master data file, such as reports, tabulations, ledgers, registers, and statistical information. This excludes any documents produced by an extraction process which changes the informational content of the source data file, or any reports or extracted information created to allow public access to the data (these must be scheduled separately).

Disposition: Temporary. Destroy when no longer needed for administrative, legal, audit, or other agency business. (GRS 20-5, GRS 20-6)