

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-048-09-13</i>	
TO NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date Received <i>8/12/09</i>	
FROM (Agency or establishment) Department of the Interior		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Office of the Chief Information Officer		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request, including amendments, is approved except for items that may be marked "disposition not approved or "withdrawn" in column 10.	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 J Peter Langsdorf	4 TELEPHONE NUMBER 202-513-0804	DATE <i>8/10</i>	ARCHIVIST OF THE UNITED STATES <i>DG A</i>
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>1</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 August 6, 2009	SIGNATURE OF AGENCY REPRESENTATIVE <i>Dawn Roswell</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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
3151	Electronic FOIA Tracking System (EFTS) (See Attachment for Description and Disposition)		

3151 Electronic FOIA Tracking System (EFTS). An administrative system used by the Department of the Interior's Freedom of Information Act offices to electronically store, track, and manage information related to FOIA and Privacy Act requests and responses. The data from the system is also used for generating the annual FOIA activity report to the Department of Justice.

The schedule also covers the FOIAXpress tracking system used by the Office of Inspector General.

Disposition: Temporary. Cut off at end of fiscal year in which the request is completed and/or closed. Destroy/delete 6 years after the cut-off date

SF 115 Supplementary Cover Sheet

Summary.

This action establishes a new Office of the Secretary records disposition schedule entitled:

“3151 Electronic FOIA Tracking System.”

Reason for submission:

- (1) This action provides for the disposition of electronic records maintained in the Office of the Chief Information Office, in compliance with recent Office of Management and Budget (OMB) requirements for the scheduling of electronic records.
- (2) This action incorporates the numbering pattern for the Office of the Secretary’s most current records manual.