INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-048-09-013

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Item 3151 was superseded by DAA-0048-2013-0001-0002

Date Reported: 5/11/2022
**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

**TO** NATIONAL ARCHIVES & RECORDS ADMINISTRATION  
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001  

**FROM** (Agency or establishment)  
Department of the Interior  

**2 MAJOR SUBDIVISION**  
Office of the Chief Information Officer  

**3 MINOR SUBDIVISION**  

**4 NAME OF PERSON WITH WHOM TO CONFER**  
Peter Langsdorf  

**5 AGENT 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 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.

- [ ] is not required  
- [ ] is attached, or  
- [ ] has been requested

**DATE**  
August 6, 2009

**SIGNATURE OF AGENCY REPRESENTATIVE**  
Dawn Boswell

**TITLE**  
Office of the Secretary Records Officer

**7 ITEM NO**  
3151

**8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION**  
Electronic FOIA Tracking System (EFTS)  
(See Attachment for Description and Disposition)
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.
**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.