

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK (NARA use only)

JOB NUMBER

N1-49-00-4

DATE RECEIVED

8/9/2000

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

1. FROM: (Agency or establishment)

Department of the Interior

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 Land Management

3. MINOR SUBDIVISION

Information Resources Management

4. NAME OF PERSON WITH WHOM TO CONFER

Pam Dandrea

5. TELEPHONE

(406) 896-5186

DATE

12-22-00

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 2 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

8/4/00

SIGNATURE OF AGENCY REPRESENTATIVE

Elizabeth A. Decker

TITLE

Acting Bureau Records Administrator

7. ITEM NO.

0

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

Schedule 18 - Security and Protective Services Records
Computer Century Conversion (Y2K) Activities
Items 35a-d (attached)

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARA USE ONLY)

Handwritten notes and signatures at the bottom of the page.

Schedule 18 - Security and Protective Services Records

Item	Record Series Description		Disposition Authority
1-34	Reserved		
35	Computer Century Conversion (Y2K) Activities [1117]. Exclusions: Y2K documentation for a specific computer system (file and dispose of with specific system documentation); record copy of directives issued (Schedule 16/1a); record copy of Disaster Recovery Plan, Continuity of Operations Plan, Contingency Plan (Schedule 18/27); record copy of Memorandum of Understanding (Schedule 16/16); record copy of Interagency Agreement (Schedule 6/1a); Program Policy, Direction and Decision Records (Schedule 16/20).		
	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 may 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.	
	(1)	Recordkeeping copy maintained by office managing overall agency Y2K compliance effort.	TEMPORARY. Cut off files at project completion. Destroy 10 years after cut off.
	(2)	All other copies.	TEMPORARY. Cut off at project completion. Destroy three years after cut off.
	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.	TEMPORARY. Cut off at completion of project. Destroy 3 years after cut off.
	c.	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 may include configuration and design analyses, application of selection criteria, changes made	TEMPORARY. Cut off files at project completion. Destroy 10 years after cut off.

Schedule 18 - Security and Protective Services Records

Item	Record Series Description		Disposition Authority
		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.	
	(2)	Detailed records of the revision, testing, and validation of a specific system or group of systems. May include 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. Destroy when 3 years old.
	d.	Electronic Versions of Y2K Records Created by Electronic Mail and Wordprocessing Applications.	TEMPORARY. Delete when file copy is generated and added to a recordkeeping system or when no longer needed for reference or updating, <i>whichever is later.</i> *

*Addition approved by Pam Dandrea, BLM RO, by telephone, 11/30/00. cfd