

REQUEST FOR RECORDS DISPOSITION AUTHORITY		HAVE BLANK (NARA use only)	
		JOB NUMBER <i>NI-049-09-13</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>9/30/09</i>	
12 FROM (Agency or establishment) U S Department of 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Renewable Resource and Planning Directorate			
4 NAME OF PERSON WITH WHOM TO CONFER Michelle F Thomas	5 TELEPHONE NUMBER (202) 912-7557	DATE	ARCHIVIST OF THE UNITED STATES WITHDRAWN
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 ___ page(s) are not needed now for the business for 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, X is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE 9/25/09	SIGNATURE OF AGENCY REPRESENTATIVE <i>Michelle F. Thomas</i>		TITLE Bureau Records Administrator
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	E-Authentication System (see attached sheets) <i>all items <u>withdrawn</u> by BLM on 6/25/2010. Reason: covered by GRS 24, item 13a.</i>		WITHDRAWN

E-Authentication System

Description of System. E – Authentication system enables employees and the public to complete forms and submit applications for benefits and services (ID Security Cards, by use of an electronic submission and to ensure that persons signing official documents are indeed the person represented and to provide for non-repudiation of the use of an electronic signature

a. Master File. The database contains records on ~~current agency employees, former agency employees, agency contractors, volunteers and members of cooperating organizations or the general public file forms maintained by the Department of the Interior or the Bureau of Land Management~~ WD

DISPOSITION TEMPORARY

Delete when no longer needed for reference, administrative purposes or agency use, whichever is longer

b Back-up copies. Backup copies of the master file are created daily, weekly and monthly and are used for potential system restoration in the event of a system failure or other unintentional loss of data WD

DISPOSITION TEMPORARY

Delete/destroy full backup tapes when second subsequent backup is verified as successful or when no longer needed for system restoration, whichever is later (GRS 20, Item 8)

c. Input Records. BLM Forms 1100-1, 8360-1, and 8360-5 are inputted in the system on a daily bases WD

DISPOSITION TEMPORARY (GRS 18, item 17b)

Records relating to individuals other than employees destroy 2 years after ID security card expiration date

Records relating to date and time of entry and exit for the computer network/systems by employees destroy 2 years after date of entry and exit

All other records relating to employees destroy 2 years after expiration date of the digital certificate

d. Output Records (statistical). Multiple statistical reports are generated on an as needed basis

DISPOSITION TEMPORARY

Destroy when no longer needed for administrative, legal, audit, or other operational purposes, whichever is later (GRS 20, Item 6)

e. System Documentation (paper & electronic). User's Manual

DISPOSITION TEMPORARY

Destroy or delete when superseded or obsolete or upon authorized deletion of the related master file or database (GRS 20, Item 11a)

WD