

Rec'd 9/30/09

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER <i>NI-049-09-18</i>	
1 FROM (Agency or establishment) <i>U.S. Department of Interior</i>		Date Received <i>9/30/09</i>	
2 MAJOR SUB DIVISION <i>Bureau of Land Management</i>		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION <i>Fire and Aviation Directorate</i>		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4 NAME OF PERSON WITH WHOM TO CONFER <i>Michelle Thomas</i>	5 TELEPHONE <i>202-452-5556</i>	DATE	ARCHIVIST OF THE UNITED STATES WITHDRAWN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 <u>2</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 <i>9/28/09</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Michelle Thomas</i>		TITLE <i>Bureau Records Administrator</i>
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
<i>1</i>	See attached sheets <i>BLM National Interagency Fire Center General Network - General Support System (NIFCENET/GSS)</i> <i>WD - Holds no data</i>		WITHDRAWN

Bureau of Land Management
Fire & Aviation Directorate

BLM National Interagency Fire Center External Network-General Support System
(NIFCENET GSS)

Description of System. NIFCENET GSS disseminates wildland fire research findings and publications

a. Master File. The database contains land management and research customers, grant applications, and project administrative staffs are covered within the system

WD

DISPOSITION TEMPORARY

Delete when no longer needed for reference, administrative & legal 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)

WD

c. Input Records. Grant applications

DISPOSITION

When case is adjudicated, dispose of in accordance with disposition instructions for that specific case type (GRS/BLM 4, item 16)

d. Output Records. Reports are generated by Joint Fire Sciences Program (JFSP) administrative staff on research proposals & are used to manage the research proposal program

WD

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 (electronic). User Manual

DISPOSITION TEMPORARY

WD

Destroy or delete when superseded or obsolete or upon authorized deletion of the related master file or database (GRS 20, Item 11a)