

# REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

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

1. FROM (Agency or establishment)

Bureau of Land Management

2. MAJOR SUBDIVISION

Information Resources Management

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE

Wendy W. Spencer

303-236-6642

LEAVE BLANK (NARA use only)

JOB NUMBER

N1-49-99-2

DATE RECEIVED

2-24-99

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE

2-2-0

ARCHIVIST OF THE UNITED STATES

*J. 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 1 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

2/18/99

SIGNATURE OF AGENCY REPRESENTATIVE

*Wendy W. Spencer*

TITLE

RLM Records Officer

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARA USE ONLY)

1. Information Technology (IT) Security Data

**1220 - RECORDS AND INFORMATION MANAGEMENT  
GRS/BLM Combined Records Schedules**

**Schedule 18 - Security and Protective Services Records**

Item	Record Series Description	Disposition Authority
1-33	Reserved	
34	<p><b>INFORMATION TECHNOLOGY (IT) SECURITY DATA (375 DM 19).</b> The BLM IT Security Program assures that adequate security is provided for all Bureauwide information collected, processed, transmitted, stored, or disseminated in general support systems, sensitive systems and major application systems.</p> <p><b>Authority:</b> The Computer Security Act of 1987; the Federal Records Act of 1950 as amended; the Privacy Act of 1974; the Freedom of Information Act, as amended; the Paperwork Reduction Act; the Computer Fraud and Abuse Act of 1986; the Information Technology Management Reform Act of 1996; OMB Circular A-130, Management of Federal Information Resources; DM 375.19, Information Technology Security; Departmental AIS Security Handbook; and BLM Automated Information Systems Security Handbook 1264-1. <b>Forms:</b> ASC-3, ASC-14, NI 1260-4, DI 1974, 1264-3, 1264-4, 1264-5, 1264-6, 1264-7 and local office forms.</p> <p><b>Confidentiality:</b> Non-public record category 3; Privacy Act System Interior/OS-58. <b>Exclusions:</b> Emergency Planning Case Files (Schedule 18/27). <b>Location:</b> All</p>	
a.	<p><b>Statements of Responsibility</b> (Signed original - filed on left side of OPF). <b>Form:</b> BLM 1264-3</p>	TEMPORARY. See GRS 1/10.
b.	<p><b>Statements of Responsibility Reference Copies.</b> <b>Location:</b> Local IT Security Manager</p>	TEMPORARY. Destroy 1 year after separation or transfer of employee. <b>Pending NARA Job N1-49-____, 18/34b</b>
c.	<p><b>Computer Security Incident Report.</b> Used to document and report all IT security incidents (an incident is any event in which an IT system is attacked, intruded into, or threatened with an attack or intrusion). Incidents at the Field Offices must be reported to the local IT Security Manager who will then report it to the Bureau IT Security Program Manager. Based on the severity of the incident, the Bureau IT Security Program Manager will provide a copy of the report to the Departmental IT Security Manager.. <b>Form:</b> DI-1974</p>	TEMPORARY. Cutoff EOFY in which incident occurs. Destroy 5 years after cutoff. <b>Pending NARA Job N1-49-____, 18/34c</b>
d.	<p><b>Access to IT systems.</b> Documentation of requests for access, changes to access, deletions of users and revocations. <b>Forms:</b> ASC-3, ASC-14, BLM 1264-4, 1264-5, 1264-6, and local office forms.</p>	TEMPORARY. Destroy 1 year after separation or transfer of employee. <b>Pending NARA Job N1-49-____, 18/34d</b>
e.	<p><b>Firewall Access Requests.</b> Forms and supporting documentation for access through BLM's firewalls to BLM's internal networks and systems. <b>Form:</b> BLM 1264-7.</p>	TEMPORARY. Cutoff EOFY upon termination of access. Destroy 1 year after cutoff. <b>Pending NARA Job N1-49-____, 18/34e</b>
f.	<p><b>Computer Room Sign-in Sheet.</b> Documentation showing authorized entry to a computer installation by individuals who are not directly involved in managing or operating the computer installation.</p>	TEMPORARY. Destroy 6 months after last entry on sign-in sheet. <b>Pending NARA Job N1-49-____, 18/34f</b>

Item	Record Series Description	Disposition Authority
g.	<p><b>IT Security Plans.</b> Plans providing an overview of the security and privacy requirements of a General Support System (GSS), sensitive system, or major application. The plans are designed to reduce the risk and magnitude of harm that could result from the loss, misuse or unauthorized access to or modification of information to the system.</p>	<p>TEMPORARY. Destroy when replaced by an updated plan. <b>Pending NARA Job N1-49-____, 18/34g</b></p>
h.	<p><b>IT Contingency Plans.</b> Site-specific plans for the GSS, sensitive systems, or major applications which document actions following a major disaster to ensure that all the IT resources needed for mission and business critical functions will be available.</p>	<p>TEMPORARY. Destroy when replaced by an updated plan. <b>Pending NARA Job N1-49-____, 18/34h</b></p>
i.	<p><b>Risk Assessments.</b> Evaluation of the IT assets and vulnerabilities of a GSS, sensitive system or major application; identification of potential threats to the system; and proposed safeguards for the systems.</p>	<p>TEMPORARY. Destroy when replaced by an updated assessment. <b>Pending NARA Job N1-49-____, 18/34i</b></p>
j.	<p><b>Electronic Versions of IT Security Records.</b> Created by electronic mail and word processing applications.</p>	<p>TEMPORARY. Delete when file copy is generated and added to a recordkeeping system or when no longer needed for reference or updating. <b>Pending NARA Job N1-49-____, 18/34j</b></p>