

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-115-08-2	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 12/18/07	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Reclamation			
3. MINOR SUBDIVISION Information Management Division – 84-21300			
4. NAME OF PERSON WITH WHOM TO CONFER Roy Wingate	5. TELEPHONE NUMBER 303-445-2058	DATE 12/18/08	ARCHIVIST OF THE UNITED STATES <i>Allen W. Smith</i>
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, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE April 23, 2008	SIGNATURE OF AGENCY REPRESENTATIVE <i>Roy Wingate</i> Roy Wingate		TITLE Bureau Records Manager
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	BUREAU OF RECLAMATION ACCESSIBILITY DATA MANAGEMENT SYSTEM (BOR—ADMS). Automated records management system for tracking compliance with the American's with Disabilities Act (ADA) and other handicap program management accountability records. Supports Reclamation's Civil Rights Program, Handicap Accessibility Program, the Commissioner's 10-year plan, the Government Performance and Results Act (GPRA) Plan and other business processes by providing mandated compliance and audit reports for budget review, deferred maintenance, and facilities management activities.		
<i>Le 6/18/08 copies sent to agency, UK, & Nwmc</i>			

ITEM #	TITLE/DESCRIPTION	RETENTION & DISPOSITION
1	INPUTS. Inventories and Evaluations of features, facilities, or structures owned, operated, or maintained by Reclamation or its partners. Data is gathered in paper form and manually entered into ADMS.	TEMPORARY. Delete when data have been entered for new inventory and verified in master file, or when no longer needed to reconstruct back up or master file. Migrate current inventory data to new system software as necessary. (GRS 20, 2b).
2	MASTER FILES. Facility and program measurements, accessibility deficiencies, and action plans for 1994 to the present.	TEMPORARY. Delete non-current files and data when ADMS is migrated to new software, or sooner if files are superseded, obsolete, or no longer required for current business needs.
3.	OUTPUTS. Compliance status reports, action plans for addressing deficiencies; and cost estimates for budget planning.	TEMPORARY. Delete reports 2 years after compliance actions or audit is completed or superseded.
4.	SYSTEM DOCUMENTATION. Certification and accreditation documents, user manual, and system feature specifications.	TEMPORARY. Destroy or delete when system is replaced or migrated to new software and the related master file or database are superseded or obsolete. (GRS 20, 11a1)
5.	BACKUP TAPES. Quarterly, monthly, weekly, and daily backups: (A) Incremental backups. Annual: (B) Full backups.	TEMPORARY. (A) Destroy or delete when superseded by a full backup, or when no longer needed for system restoration, whichever is later. (GRS 24, 4(a)(1)) (B) Destroy or delete when next annual full back up is verified as successful or when no longer needed for system restoration, whichever is later. (GRS 24, 4(a)(2))