

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
1 FROM (Agency or establishment) Department of the Treasury	
2. MAJOR SUBDIVISION Deputy Assistant Secretary (Information Systems) and Chief Information Officer	
3 MINOR SUBDIVISION Office of Information Technology Policy and Strategy	
4 NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE
Gladys Myatt	622-1524

LEAVE BLANK (NARA use only)	
JOB NUMBER 71-56-01-2	
DATE RECEIVED 11-2-00	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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	ARCHIVIST OF THE UNITED STATES
6-6-01	<i>John W. Carl</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 <u>3</u> 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,		
<input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.		
DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
10/19/00	<i>Steve J. Milline</i>	Chief, Records Management and Resources Branch

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>Office of Deputy Assistant Secretary (Information Systems) and Chief Information Officer <u>Office of Information Technology Policy and Strategy</u></p> <p>The Information Technology Policy and Strategy office provides effective information technology (IT) and information resources management (IRM) practices, policies, and procedures to achieve the requirements of the Clinger-Cohen Act and other statutory mandates. The statutory requirements for which this office is responsible include the Paperwork Reduction Act, the Performance Management and Reform Act, the Computer Security Act, the Federal Records Act, the Government Paperwork Elimination Act (GPEA), the Handicapped Accommodation Act, and the Electronic Freedom of Information Act. Through its cadre of senior IRM professionals, the Office provides IT strategic and critical planning, investment evaluation and control, performance, monitoring, resource management and information management policies to support Departmental and bureau missions. It promotes process improvement and reengineering across the bureaus. It manages and coordinates special Treasury-wide and cross-agency projects to deliver maximum project value and success. It also focuses on developing the competencies of IT professionals both within the CIO organization and throughout the Department.</p>		

JA 06/07/01 copy to NARA/IR

1. **Y2K Policy and Planning Records.**

Records created or approved by the agency heads or heads of program and staff 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, system identification criteria, and summary progress reports.

- a. Recordkeeping copy maintained in the Information Technology Policy and Management office.

DISPOSITION. Temporary. Cut off files at project completion. Destroy 6 years after cutoff.

- b. All other copies.

DISPOSITION. Temporary. Destroy when no longer needed for administrative purposes.

2. **Y2K Administrative Records.**

Records associated with all administrative aspects of Y2K projects, including budgeting, resource allocation, logistics, equipment, organizational charts, statements of work, training, work request forms, unit level project management, feeder status and progress reports, status tracking documentation, system inventories, and related materials.

DISPOSITION. Temporary. Cut off files at project completion. Maintain onsite. Destroy 6 years after cutoff.

3. **System Implementation Records.**

These records document the system testing, modification, and verification for Y2K compliance.

- a. These are summary records that may include configuration and design analyses, application of selection criteria, changes made to system, revisions or additions to system documentation, and final reports or audits of system status. The

records document justifications to repair, retire, or replace system in relation to Y2K concerns.

DISPOSITION. Temporary. Cut off at project completion. Maintain on site. Destroy 6 years after cutoff, or when the system is superseded or retired, whichever is later.

- b. Records of the revision, testing, and validation of a specific system or group of systems. Includes listings of potential problems, test plans, test data, test procedures and results, final validation results, and quality assurance reviews.

DISPOSITION. Temporary. Cut off at project completion. Destroy when 6 years old.

4. **Testimonies.** Records include GAO testimonies, congressional testimonies by the Assistant Secretary (Management) & CFO, the Deputy Assistant Secretary (Information Systems) and CIO, testimonies for congressional hearings, responses to congressional hearings, briefing materials, memorandums to Treasury Bureaus, Bureau reports, and related materials.

DISPOSITION. Temporary. Cut off at project completion. Destroy when 6 years old.

5. **Y2K Website Records.** Records uploaded to the Treasury Y2K Website. These are duplicate files used for dissemination purposes.

DISPOSITION. Temporary. Destroy when dissemination is complete.

6. **Electronic Mail and Word Processing System Records.**

Records created and received on electronic mail and word processing systems, and used to generate recordkeeping copies of documents covered by other items on this schedule. Also includes electronic records maintained for updating, revision or dissemination.

- a. Records that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files,

personal electronic mail directories, or other personal directories on hard disk or network drives and copies on shared network drives that are used only to produce the recordkeeping copy.

DISPOSITION. Temporary. Destroy/delete after recordkeeping copy is generated and placed in a recordkeeping system.

- b. Records used for dissemination, revision, or updating.

DISPOSITION. Temporary. Destroy/delete when dissemination, revision, or updating is complete.