

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>N1-425-07-1</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>11-2-2006</i>	
1. FROM (Agency or establishment) Department of the Treasury		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Financial Management Service		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Sharon M. King	5. TELEPHONE (202) 874-6960	DATE <i>10/24/06</i>	ARCHIVIST OF THE UNITED STATES <i>Allen Weinstein</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>2</u> 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"/> X is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>10/24/06</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>		TITLE Director, Administrative Programs Division
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	SEE ATTACHED SHEET(S) FOR:		
	<i>24 copies sent to Agency, NWRMD, NWRMWA, NR</i>		

Financial Management Service-wide

This schedule provides for the disposition of electronic information system security records that are maintained in various offices of the Financial Management Service (FMS). (EXCLUDED from this schedule are the recordkeeping copies of any system documentation needed to use, search, read, comprehend, etc. data that has been archived from obsolete or superseded systems and that requires continued preservation. The disposition authority applicable to the archived data controls the disposition of the system documentation records related to that archived data).

1. Files Related to Maintaining the Security of Systems and Data.

a. System Security Plans and Disaster Recovery Plans.

Disposition: Cut off at the end of each fiscal year or in the fiscal year when superseded or the system is decommissioned, whichever is applicable.
Destroy/delete 3 years after cutoff.
(General Records Schedule 24, item 5a.)

b. Documents identifying IT risks and analyzing their impact, risk measurements and assessments, actions to mitigate risks, implementation of risk action plan, service test plans, test files and data.

Disposition: Cut off at the end of each fiscal year or in the fiscal year when superseded or the system is decommissioned, whichever is applicable.
Destroy/delete 3 years after cutoff.
(General Records Schedule 24, item 5b.)

c. All other copies.

Disposition: Destroy/delete when superseded or obsolete.

~~2. Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by items 1a and 1b of this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.~~

~~Disposition:~~

- ~~1. Copies 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~~

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~~network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.~~

~~Disposition: Destroy/delete within 180 days after the recordkeeping copy has been produced.~~

- ~~2. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.~~

~~Disposition: Destroy/delete when dissemination, revision, or updating is completed.~~

GH
11/2/2006