

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 Veterans Affairs	
2. MAJOR SUBDIVISION Office of Financial Management	
3. MINOR SUBDIVISION Office of Finance	
4. NAME OF PERSON WITH WHOM TO CONFER Jesse Symlar	5. TELEPHONE (202) 273-9487

LEAVE BLANK (NARA use only)	
JOB NUMBER <i>71-015-01-2</i>	
DATE RECEIVED <i>1-31-2001</i>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or withdrawn" in column 10.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 <i>6-21-01</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</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 2 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 type="checkbox"/> is not required; <input checked="" type="checkbox"/> is attached; or <input checked="" type="checkbox"/> has been requested.		
DATE <i>11/27/00</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Donald L. Neilsen</i> Donald L. Neilsen	TITLE Dir., Information Mgmt. Svc. (045A4)

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<p>Web Based Application System Development Records</p> <p>Web based application system development files. Files containing project planning and approval documentation, and software requirements information relating to the development of web based system applications.</p> <p>Destroy 5 years after records are superseded or become obsolete.</p>	<p><i>See attached revised Schedule, per 2/16/01 email from RT</i></p>	
2	<p>Web based application system documentation files. Files containing software, files, system and output specifications, codebooks, records layouts, user guides, testing results, and other final reports relating to the development and maintenance of web based application systems.</p> <p>Destroy 5 years after records are superseded or become obsolete.</p>		

REQUEST FOR RECORDS DISPOSITION - CONTINUED		JOB NO.	Page 2 of 3	
7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARA USE ONLY)</i>	
3	Records relating to application system security. Files containing records documenting periodic audits or reviews and recertification of the application, disaster and continuity plans, and risk analysis as described in OMB Circular No. A-130. Destroy or delete 5 years after the records are superseded or obsolete.	/		
4	Cost estimate statements. Files that include rough data and similar materials accumulated in the preparation of application system design, including budget estimates and justifications for related appropriation. Destroy 5 years after the close of the fiscal year covered by the budget.			
5	Project control files. Memoranda, reports, and other records documenting assignments, progress, and completion of projects relating to the development and maintenance of web based application systems. Destroy 1 year after the year in which the project is closed.		General Records Schedule 16, Item 5, 12/98)	
6	Periodic reports on the status of expenditures. a. Annual report (end of fiscal year). Destroy when 5 years old. b. All other reports. Destroy 3 years after the end of the fiscal year.		General Records Schedule 5, Items 3a and 3b, 12/98)	
	<i>See attached revised schedule per 2/16/01 email from RT</i>			
7	Records in the custody of the VA systems project manager on site and contractors. Files that include electronic or hardcopy records created, maintained and used for updating or revising the web based application. Destroy or delete 3 years after records are superseded or become obsolete.		General Records Schedule 5, Item 5, 12/98	

REQUEST FOR RECORDS DISPOSITION - CONTINUED		JOB NO.	Page 3 of 3
7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARA USE ONLY)</i>
8	<p>Records in the custody of the VA systems project manager on site and contractors. Files that include electronic records used solely to generate hardcopy (includes electronic copies of records created on electronic mail and word processing systems that are maintained in electronic format),</p> <p>a. Copies that have no further administrative value after the hardcopy is made. This includes copies maintained by individuals in 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 a hardcopy copy.</p> <p>Destroy/delete within 6 months after the hardcopy has been produced.</p> <p>b. Copies used for disseminating, revising, or updating records that are maintained in addition to the hardcopy.</p> <p>Destroy/delete when superseded or obsolete.</p>		

*See attached revised
schedule per 2/16/01
email
from RT*

Web Based Application System Development Records

1. Web based application system development and project control files. Files, regardless of origin, containing project planning and approval documentation, such as projected data and similar materials accumulated in the preparation of web based application system design, including budget estimates, and cost justifications for appropriation. Project control files include memoranda, reports, and other records documenting assignments, progress, and completion of projects relating to the development and maintenance of web based application systems. Also includes software requirement information that relates to costs associated in the development of web based system applications.

TEMPORARY: Destroy 5 years after records are superseded or become obsolete.

2. Web based application system documentation files. Files, regardless of origin, containing information on software requirements, system specifications, output specifications, codebooks, file structure, user guides, testing results, and reports relating to the development and maintenance of web based application systems. Records also relate to applying system security and documenting periodic audits, reviews and recertification of the application. Documents on disaster continuity plans and risk analysis are also included.

TEMPORARY: Destroy 5 years after records are superseded or become obsolete.

3. Electronic mail and word processing system copies, regardless of origin.
 - a. 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 network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

TEMPORARY: Destroy/delete within 180 days after the recordkeeping has been produced.

- b. Copies used for disseminating, revising, or updating records that are maintained in addition to the recordkeeping copy.

TEMPORARY: Destroy/delete when dissemination, revision, or updating is complete.