

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

(See Instructions on reverse)

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

1. FROM (Agency or establishment)

**EXECUTIVE OFFICE OF THE PRESIDENT**

2. MAJOR SUBDIVISION

**OFFICE OF ADMINISTRATION**

3. MINOR SUBDIVISION

**RECORDS MANAGEMENT OFFICE**

4. NAME OF PERSON WITH WHOM TO CONFER

**Nell W. Doering**

5. TELEPHONE

**(202) 395-6471**

LEAVE BLANK (NARA use only)

JOB NUMBER

**N1-429-00-2**

DATE RECEIVED

**5/16/2000**

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

**11-10-03** *John W. Carl*

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 on the attached \_\_\_\_\_ 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

**4/18/00**

SIGNATURE OF AGENCY REPRESENTATIVE

*Nell W. Doering*

TITLE

**OA RECORDS MANAGEMENT OFFICER**

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARA USE ONLY)

**Executive Office of the President  
Office of Administration**

**OASIS ALL-IN-1 - (Electronic Communications  
Created During the Bush Administration)**

*SA sent to Agency NWA, NWA*

**EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF ADMINISTRATION**

This schedule applies to the VAX Cluster in the EOP DATA Center at the Office of Administration, Executive Office of the President.

**OASIS ALL-IN-1 APPLICATIONS**

The following applies to the records restored from backup tapes of the Executive Office of the President that were created or received on the Office of Administration OASIS ALL-IN-1 electronic communications system **during the Bush Administration.**

1. **E-Mail Records.** These records consist of e-mail messages that were created or received by the users of the OASIS ALL-IN-1 electronic communications system. The e-mail records include transmission data (identities of sender and recipient, and the date of transmittal), and receipt data, where necessary. The records consist of the message and any attachments (including drafts).

**A. Master Data File of all E-Mail Records Data.**

**Inclusive Dates:** September 27, 1989 through January 20, 1993.

**Arrangement Statement:** E-mail messages are arranged chronologically by date.

**Statement of Restrictions:** These records may be subject to the restrictions in the Freedom of Information Act (5 U.S.C. 552) and the Privacy Act (5 U.S.C. 552a).

**Current Volume:** 25 3480 tapes.

**DISPOSITION: PERMANENT**

**Transfer Master Data File to NARA in accordance with 36 CFR 1228, upon approval of this schedule. A separate Master Data File will be transferred to NARA for each EOP Federal component.**

**B. E-Mail Records Documentation.**

The documentation for the master data files will include any additional information about the format of the data files and/or the context in which the data files were created.

**Inclusive Dates:** Variable.

**Arrangement Statement:** Not applicable.

**Statement of Restrictions:** No restrictions.

**DISPOSITION:** PERMANENT

**Transfer a copy of the E-mail records documentation to NARA with the records described in 1.A (above).**

**NOTE:** All transfers of documentation will conform with requirements in 36 CFR 1228.

- 2. Backup Tapes.** Backup tapes, originals and copies, created during the Bush Administration (November 6, 1992 through January 19, 1993), of the VAX Cluster which include the operating system related software, user directories, training packages for system operators, and Presidential and Federal applications, consisting of copies of temporary records authorized for destruction, nonrecord materials, and records that are duplicated elsewhere for preservation and disposition.

~~DISPOSITION: TEMPORARY~~

*Disposition Not Authorized. Retain in NARA custody.*

~~Destroy when Master Data File and Documentation on Permanent Federal records (1.A. and 1.B. above) have been transferred to NARA and the Master Data File has been read and successfully copied (1.A. above).~~

- 3. Residue Report Tapes.** The reconstruction process created a report containing a listing of files on the tapes that were not used in the reconstruction process for that time period. This report is called the Residue Report. The report is contained on a tape set called the Report Tapes.

~~DISPOSITION: TEMPORARY~~

*Disposition Not Authorized. Retain in NARA custody.*

~~Destroy when Master Data File and Documentation on Permanent Federal records (1.A. and 1.B. above) have been transferred to NARA and the Master Data File has been read and successfully copied (1.A. above).~~

**NOTE:** Data tapes that conform with 36 CFR 1228 of OASIS ALL-IN-1 electronic communications that contain Presidential records (8 3480 tapes) will be transferred to the National Archives and Records Administration (NARA) at the same time as the data tapes in 1.A. above.

*All changes made per e-mail message of Oct 31, 2003 from Marcus K. Mast, ECA Records Officer.*

*Daniel A Lambert, NWRML  
11/5/03*