

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-429-95-1</i>	DATE RECEIVED <i>5-18-95</i>
1. FROM (Agency or establishment) EXECUTIVE OFFICE OF THE PRESIDENT		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 OFFICE OF ADMINISTRATION			
3. MINOR SUBDIVISION RECORDS MANAGEMENT OFFICE			
4. NAME OF PERSON WITH WHOM TO CONFER Nell Doering	5. TELEPHONE (202) 395-6471	DATE <i>11-8-95</i>	ARCHIVIST OF THE UNITED STATES <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 3 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 5/10/95	SIGNATURE OF AGENCY REPRESENTATIVE <i>Nell Doering</i>	TITLE EOP Records Management Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>Executive Office of the President Office of National Drug Control Policy</p> <p>Schedule for the IBM 9375 Mini Computer, Executive Office of the President, Office of National Drug Control Policy, is attached.</p>		

**EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF NATIONAL DRUG CONTROL POLICY**

The following schedule applies to the records of the Office of National Drug Control Policy (ONDCP) that were resident on the IBM 9375 Mini Computer during the period November 1989-July 1993.

ONDCP PROFS ELECTRONIC COMMUNICATIONS SYSTEM

1. E-Mail Records, December 1989-July 1993.

E-Mail messages that were resident on the ONDCP PROFS electronic communications system that have been determined to be Federal records. The e-mail messages, notes, and related logs are Federal records that relate to the internal administrative or housekeeping activities of the office rather than the functions unique to the office. The Federal records document low level, routine, transitory administrative aspects of matters such as budget, personnel, supplies, equipment, and office space.

Within the ONDCP PROFS electronic communication system are the Federal Record Calendars, November 1989-July 1993. The daily "Calendars" of the ONDCP staff members contain one-line items with no substantive information. The entries are reminders of meetings (some by subject) with individuals or groups, and are interspersed with nonrecord items such as lunch dates, and personal notes. The substantive information about the meetings is contained in the ONDCP program records in agendas and meeting minutes.

NOTE: Only one ONDCP High-Level Official, the Chief of Staff, used the calendaring system during the above period; a separate copy of that Federal Record Calendar has been interfiled with the ONDCP official records and will be handled according to a separate schedule controlling those records.

A. Paper Copy.

DISPOSITION: TEMPORARY

Destroy upon approval of this schedule.

B. Electronic Copy.

DISPOSITION: TEMPORARY

Delete upon approval of this schedule.

OTHER ONDCP COMPUTER APPLICATIONS**2. Congressional Reports Tracking System (CRTS), March 1991-July 1993.**

The purpose of CRTS was to assist ONDCP in tracking reports that were due to Congress and directives mandated by Congress that concern the drug issue. The information was received from Congressional reports or directives. The information was transmitted electronically via modem with connection to two services, LEXIS/NEXIS and LEGISLATE and is not unique to ONDCP. Input about Federal agencies was entered manually into the system from copies of reports and/or letters from the agencies.

A. Paper Copy.

DISPOSITION: TEMPORARY

Destroy upon approval of this schedule.

B. Electronic Copy.

DISPOSITION: TEMPORARY

Delete upon approval of this schedule.

3. General Accounting Office Tracking System (GAO Tracking System), July 1992-July 1993.

The GAO Tracking System was designed to assist ONDCP in tracking General Accounting Office (GAO) reports and findings that concern drug control issues. The information was extracted from GAO reports and findings, and manually entered into the system. This system had little or no use.

A. Paper Copy.

DISPOSITION: TEMPORARY

Destroy upon approval of this schedule.

B. Electronic Copy.

DISPOSITION: TEMPORARY

Delete upon approval of this schedule.

4. Backup Tapes, November 1989-September 1993.

These tapes include system backup tapes of the entire 9375 Mini Computer and contain IBM VM System related software and associated data, and three Federal applications, consisting of copies of temporary records authorized for destruction, nonrecord material, and records that are duplicated elsewhere for preservation and disposition. The records created during the period November 1989-July 1993 were backed up until September 1993.

DISPOSITION: TEMPORARY

Delete upon approval of this schedule.