

Request for Records Disposition Authority

Records Schedule Number: DAA-GRS-2013-0004
Schedule Status: Returned Without Action

Agency or Establishment: General Records Schedules (National Archives and Records Administration)
Record Group, Scheduling Group: General Records Schedules
Records Schedule applies to: Government-wide
Schedule Subject: Records Related to System Development
Internal agency concurrences will be provided: No

Background Information: Records related to system development cover all activities associated with the in-house design and development of information technology systems and software applications. In 1996, Congress enacted the Clinger-Cohen Act which required executive agencies to improve the acquisition and management of their information resources. The Act assigned the Director of the Office of Management and Budget (OMB) responsibility for improving the acquisition, use, and disposal of information technology by the Federal Government. The OMB Director oversees the development and implementation of standards and guidelines pertaining to Federal computer systems by the Secretary of Commerce through the National Institute of Standards and Technology. Records documenting OMB's government-wide information management planning and programming are not authorized for disposal by this schedule.

The E-Government Act of 2002 codified the existence of the US Federal Chief Information Officers Council. The Council develops recommendations for government information technology management policies, procedures, and standards. US Federal Chief Information Officers Council records are not authorized for disposal by this schedule.

For records related to the actual maintenance of a system, see the GRS schedule for Records Related to Information Technology Infrastructure and System Maintenance.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
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0	0	0	1
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GAO Approval

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Outline of Records Schedule Items for DAA-GRS-2013-0004

Sequence Number	
1	System Development Records Disposition Authority Number: DAA-GRS-2013-0004-0001

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Records Schedule Items

Sequence Number	
1	<p data-bbox="370 417 789 449">System Development Records</p> <p data-bbox="370 470 1146 502">Disposition Authority Number DAA-GRS-2013-0004-0001</p> <p data-bbox="370 523 1500 1187">System Development is the development of each information technology (IT) system and software application through its various stages: planning, requirements analysis, design, verification and testing, procurement, installation, up until hand-off to production. Case files contain documentation of planning, decision making, designing, programming, testing, evaluation, and problem solving. System Development records include those such as: • project plans • feasibility studies • cost analyses • requirements documents • compliance documents including: o Privacy Threshold Analyses (PTAs) o Privacy Impact Assessments (PIAs) o System of Record Notices (SORNs) • procurement documents • communications with contractors • deliverables • change control records • closeout records NOTES: (1) This item does not apply to the system content. (2) The official procurement records are kept in the Finance office and not in the Information Technology (IT) office. This item only covers copies of procurement files that may be in the IT office. (3) For copies of technical documentation related to the design or maintenance of an electronic system use the GRS for Records Related to Information Technology Infrastructure and System Maintenance, Documentation for Permanent Electronic Records because the most complete version of system documentation is retained within the maintenance phase.</p> <p data-bbox="370 1208 922 1240">Final Disposition Temporary</p> <p data-bbox="370 1261 922 1293">Item Status Withdrawn</p> <p data-bbox="370 1315 829 1347">Is this item media neutral? Yes</p> <p data-bbox="370 1368 829 1485">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p data-bbox="370 1506 829 1602">Do any of the records covered by this item exist as structured electronic data? Yes</p> <p data-bbox="370 1623 1062 1676">GRS or Superseded Authority Citation N1-GRS-81-7, item 1</p> <p data-bbox="370 1708 675 1740">Disposition Instruction</p> <p data-bbox="370 1761 1458 1881">Retention Period Destroy 5 year(s) after system is terminated, defunded, or otherwise does not serve the original purpose</p>

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Additional Information

GAO Approval

Not Required

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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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
04/30/2015	Certify	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
02/05/2015	Return Without Action	Laura McHale	Senior Records Analyst	National Archives and Records Administration - Records Management Services

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