Request for Records Disposition Authority

Records Schedule Number	DAA-GRS-2013-0005
Schedule Status	Approved
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	General Technology Management Records
Internal agency concurrences will be provided	No

Background Information

This schedule covers records created and maintained by Federal agencies related to the general management of technology. It includes records related to developing, operating, and maintaining computer software, systems, and infrastructure improvements; complying with information technology policies and plans; and maintaining data standards.

• This schedule does not apply to system data or content.
• This schedule does not apply to records documenting the Office of Management and Budget and the US Federal Chief Information Officers Council government-wide information management planning and programming.
• There may be copies of the Exhibit 300 records within these case files. However, agencies should continue to file the recordkeeping copy as part of IT Capital Investment Records.
• Records needed to support contracts should be in procurement files, which are scheduled under the GRS for General Financial Management Records.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
8	1	7	0

GAO Approval

Outline of Records Schedule Items for DAA-GRS-2013-0005

Sequence Number	
1	Information Technology Development Project Records
1.1	Infrastructure Project Records Disposition Authority Number: DAA-GRS-2013-0005-0006
1.2	System Development Records Disposition Authority Number: DAA-GRS-2013-0005-0007
1.3	Special Purpose Computer Programs and Applications Disposition Authority Number: DAA-GRS-2013-0005-0008
2	Information Technology Operations and Maintenance Records Disposition Authority Number: DAA-GRS-2013-0005-0004
3	Configuration and Change Management Records Disposition Authority Number: DAA-GRS-2013-0005-0005
4	Information Technology Oversight and Compliance Records Disposition Authority Number: DAA-GRS-2013-0005-0010
5	Data Administration Records
5.1	Documentation Necessary for Preservation of Permanent Electronic Records. Disposition Authority Number: DAA-GRS-2013-0005-0002
5.2	All Documentation for Temporary Electronic Records and Documentation not Necessary for Preservation of Permanent Records. Disposition Authority Number: DAA-GRS-2013-0005-0003

Records Schedule Items

Sequence Number	
1	Information Technology Development Project Records
1.1	Infrastructure Project Records

Disposition Authority Number   DAA-GRS-2013-0005-0006

Information Technology (IT) infrastructure, systems, and services project records document the basic systems and services used to supply the agency and its staff with access to computers and data telecommunications. Includes requirements for and implementation of functions such as: • maintaining network servers, desktop computers, and other hardware, • installing and upgrading network operating systems and shared applications, and • providing data telecommunications; and infrastructure development and maintenance such as acceptance/authorization of infrastructure components, analysis of component options, feasibility, costs and benefits, and work associated with implementation, modification, and troubleshooting. Includes records such as: • installation and testing records • installation reviews and briefings • quality assurance and security review • requirements specifications • technology refresh plans • operational support plans • test plans • models, diagrams, schematics, and technical documentation EXCLUSION: (1) Records relating to specific systems that support or document mission goals are not covered by this item and must be scheduled individually by the agency by submission of a records schedule to NARA. NOTE: (1) Records concerning the development of each information technology (IT) system and software application are covered under the item for System Development Records.

Final Disposition	Temporary
Item Status	Active
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes
GRS or Superseded Authority Citation	N1-GRS-03-1 item 11a N1-GRS-03-1 item 11b N1-GRS-03-1 item 11c N1-GRS-95-2 item 1a
Disposition Instruction	

	Retention Period	Destroy 5 year(s) after project is terminated, but longer retention is authorized if required for business use.

Additional Information

GAO Approval | Not Required

1.2 System Development Records

Disposition Authority Number | DAA-GRS-2013-0005-0007

These records relate to the development of information technology (IT) systems and software applications through their initial stages up until hand-off to production which includes planning, requirements analysis, design, verification and testing, procurement, and installation. Records include case files containing documentation of planning, decision making, designing, programming, testing, evaluation, and problem solving. Includes records such as: • project plans • feasibility studies • cost analyses • requirements documents • compliance documents including: o Privacy Threshold Analyses (PTAs) o Privacy Impact Assessments (PIAs) o Security Plan o Information Protection Plan • change control records • Project Schedule • Plan of Action and Milestones (POA&M) • Configuration Management Plan • Resource Management Plan • Risk Assessment/Mitigation Plan • Security Plan • Disaster Recovery Plan • Test /Acceptance Plan • Quality Control Plan • Deployment Guide • User Guide • Training Guide EXCLUSION: (1) This item does not apply to system data or content. NOTES: (1) For certain technical documentation (e.g., data dictionaries, file specifications, code books, record layouts, etc.) related to the detailed, as-built design or maintenance of an electronic system containing permanent records, use the GRS item Documentation Necessary for Preservation of Permanent Electronic Records. (2) This is consistent with the fact that the most complete version of system documentation is retained within the maintenance phase.

Final Disposition	Temporary
Item Status	Active
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes
GRS or Superseded Authority Citation	N1-GRS-81-7 item 1 N1-GRS-95-2 item 1a

Disposition Instruction

	Retention Period	Destroy 5 year(s) after system is superseded by a new iteration, or is terminated, defunded, or no longer needed for agency/IT administrative purposes, but longer retention is authorized if required for business use.

Additional Information

GAO Approval   Not Required

1.3   Special Purpose Computer Programs and Applications

Disposition Authority Number   DAA-GRS-2013-0005-0008

Computer software programs or applications that are developed by the agency or under its direction solely to use or maintain a master file or database authorized for disposal in a GRS item or a NARA-approved records schedule. EXCLUSIONS: (1) This item does not include software or applications necessary to use or maintain any unscheduled master file or database or any master file or database scheduled for transfer to the National Archives. (2) This item does not cover commercial, off-the-shelf (COTS) programs or applications, unless the agency has modified such programs or applications considerably to perform a mission-related function. NOTE: (1) Computer software needs to be kept as long as needed to ensure access to, and use of, the electronic records in the system throughout the authorized retention period to comply with 36 CFR Sections 1236.10, 1236.12, 1236.14, and 1236.20.

Final Disposition	Temporary
Item Status	Active
Is this item media neutral?	No
Explanation of limitation	Applies to electronic records only.
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes
GRS or Superseded Authority Citation	N1-GRS-87-5, item 10

Disposition Instruction

Retention Period	Delete when related master file or database has been deleted, but longer retention is authorized if required for business use.

Additional Information

	GAO Approval	Not Required
2	**Information Technology Operations and Maintenance Records**	
	Disposition Authority Number	DAA-GRS-2013-0005-0004

Information Technology Operations and Maintenance records relate to the activities associated with the operations and maintenance of the basic systems and services used to supply the agency and its staff with access to computers and data telecommunications. Includes the activities associated with IT equipment, IT systems, and storage media, IT system performance testing, asset and configuration management, change management, and maintenance on network infrastructure. Includes records such as: • files identifying IT facilities and sites • files concerning implementation of IT facility and site management • equipment support services provided to specific sites: o reviews o site visit reports o trouble reports o equipment service histories o reports of follow-up actions o related correspondence • inventories of IT assets, network circuits, and building or circuitry diagrams • equipment control systems such as databases of barcodes affixed to IT physical assets, and tracking of [approved] personally-owned devices • requests for service • work orders • service histories • workload schedules • run reports • schedules of maintenance and support activities • problem reports and related decision documents relating to the software infrastructure of the network or system • reports on operations o measures of benchmarks o performance indicators o critical success factors o error and exception reporting o self-assessments o performance monitoring o management reports • website administration o frames o templates o style sheets o site maps o codes that determine site architecture o change requests o site posting logs o clearance records o requests for correction of incorrect links or content posted o requests for removal of duplicate information o user logs o search engine logs o audit logs • records to allocate charges and track payment for software and services NOTES: (1) If any maintenance activities have a major impact on a system or lead to a significant change, those records should be maintained as part of the Configuration and Change Management Records. (2) Records needed to support contracts should be in procurement files, which are scheduled under the GRS for General Financial Management Records.

Final Disposition	Temporary
Item Status	Active
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes
GRS or Superseded Authority Citation	N1-GRS-95-2 item 1a N1-GRS-03-1 item 2

N1-GRS-03-1 item 3a
N1-GRS-03-1 item 3b2
N1-GRS-03-1 item 8a
N1-GRS-03-1 item 8b
N1-GRS-03-1 item 8c
N1-GRS-03-1 item 9a
N1-GRS-03-1 item 9b
N1-GRS-03-1 item 9c

Disposition Instruction

Retention Period

Destroy 3 year(s) after agreement, control measures, procedures, project, activity, or transaction is obsolete, completed, terminated or superseded, but longer retention is authorized if required for business use.

Additional Information

GAO Approval   Not Required

3 | Configuration and Change Management Records

Disposition Authority Number   DAA-GRS-2013-0005-0005

Records created and retained for asset management, performance and capacity management, system management, configuration and change management, and planning, follow-up, and impact assessment of operational networks and systems. Includes records such as: • data and detailed reports on implementation of systems, applications and modifications • application sizing, resource and demand management records • documents identifying, requesting, and analyzing possible changes, authorizing changes, and documenting implementation of changes • documentation of software distribution (including COTS software license management files) and release or version management NOTES: (1) If any maintenance activities have a major impact on a system or lead to a significant change, those records should be maintained as part of the Configuration and Change Management Records. (2) Per NARA practice, documentation for permanent electronic records should be transferred with the related records using the disposition authority for the related electronic records rather than the GRS disposition authority. (3) Agencies may retain a copy of documentation related to permanent electronic records. This copy may be destroyed at any time after the transfer request has been signed by the National Archives.

Final Disposition   Temporary

Item Status   Active

Is this item media neutral?   Yes

Do any of the records covered   Yes
by this item currently exist in

electronic format(s) other than e-mail and word processing?

Do any of the records covered by this item exist as structured electronic data?	Yes
GRS or Superseded Authority Citation	N1-GRS-03-1 item 3b1

Disposition Instruction

Retention Period	Destroy 5 year(s) after system is superseded by a new iteration, or is terminated, defunded, or no longer needed for agency/IT administrative purposes, but longer retention is authorized if required for business use.

Additional Information

GAO Approval	Not Required

4

Information Technology Oversight and Compliance Records

Disposition Authority Number	DAA-GRS-2013-0005-0010

Information Technology (IT) Oversight and Compliance records relate to compliance with IT policies, directives, and plans. Records are typically found in offices with agency-wide or bureau-wide responsibility for managing IT operations. Includes records such as: • recurring and special reports • responses to findings and recommendations • reports of follow-up activities • statistical performance data • metrics • inventory of web activity • web use statistics • comments/feedback from web site or application users • internal and external reporting for compliance requirements relating to the Privacy Act, and electronic and Information technology accessibility under Section 508 of the Rehabilitation Act • system availability reports • target IT architecture reports • systems development lifecycle handbooks • computer network assessments and follow-up documentation • vulnerability assessment reports • assessment and authorization of equipment • Independent Verification and Validation (IV&V) reports • contractor evaluation reports • quality assurance reviews and reports • market analyses and performance surveys • benefit-cost analyses • make vs. buy analysis • reports on implementation of plans • compliance reviews • data measuring or estimating impact and compliance NOTE: (1) Copies of security plans are scheduled under the GRS for Information Security Records. There may be copies interfiled within this series.

Final Disposition	Temporary
Item Status	Active
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in	Yes

electronic format(s) other than e-mail and word processing?

Do any of the records covered by this item exist as structured electronic data?	Yes
GRS or Superseded Authority Citation	N1-GRS-03-1 item 1a N1-GRS-03-1 item 1b

Disposition Instruction

Retention Period	Destroy 5 year(s) after the project/activity/transaction is completed or superseded, but longer retention is authorized if required for business use.

Additional Information

GAO Approval	Not Required

5

Data Administration Records

Data Administration includes maintenance of data standards, corporate data models, registries, and data definitions and dictionaries. Records relate to administrative support for the maintenance of data standards, data definitions and data dictionaries. This schedule Includes records that explain the meaning, purpose, logical relationships, and use and origin of data. It also includes any documentation related to electronic records, whether the records are part of an electronic system or stand-alone, that allows a user to understand or access the information. Includes the following records: • software operating manuals • data standards • table and dependency descriptions • taxonomies • schemas • registries • data/database dictionary records • data systems specifications • file specifications • source code • physical data model • logical data model • record layouts • metadata • user guides • output specifications

5.1

Documentation Necessary for Preservation of Permanent Electronic Records.

Disposition Authority Number	DAA-GRS-2013-0005-0002

Data administration records and documentation relating to electronic records scheduled as permanent in the GRS or in a NARA-approved agency schedule must be transferred to the National Archives to allow for continued access to the records. The following records are considered permanent if the associated records are scheduled as permanent: • data/database dictionary records • data systems specifications • file specifications • code books • record layouts • metadata • user guides • output specifications NOTES: (1) Per NARA practice, documentation for permanent electronic records must be transferred with the related records using the disposition authority for the related electronic records rather than the GRS disposition authority. (2) Agencies may retain a copy of documentation related to permanent electronic records. This copy may be destroyed at any time after the transfer request has been signed by the National Archives.

Final Disposition	Permanent

Item Status	Active
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes
GRS or Superseded Authority Citation	N1-GRS-07-4 item 11a2

Disposition Instruction

Transfer to the National Archives for Accessioning	Transfer to the National Archives with the permanent electronic records to which the documentation relates.

Additional Information

What will be the date span of the initial transfer of records to the National Archives?	Unknown This authority applies to records accross the entire Federal Government. Specific transfers are unknown.
How frequently will your agency transfer these records to the National Archives?	Unknown This authority applies to records accross the entire Federal Government. Specific transfers are unknown.

5.2

All Documentation for Temporary Electronic Records and Documentation not Necessary for Preservation of Permanent Records.

Disposition Authority Number	DAA-GRS-2013-0005-0003

Data administration records and documentation relating to electronic records that are scheduled as temporary in the GRS or in a NARA-approved agency schedule or any types of data administration records not listed as permanent in item DAA-GRS-2013-0005-0002.

Final Disposition	Temporary
Item Status	Active
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes

Do any of the records covered by this item exist as structured electronic data?	Yes
GRS or Superseded Authority Citation	N1-GRS-07-4 item 11a1

Disposition Instruction

Retention Period	Destroy 5 year(s) after the project/activity/transaction is completed or superseded, or the associated system is terminated, or the associated data is migrated to a successor system, but longer retention is authorized if required for business use.

Additional Information

GAO Approval	Not Required

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
04/30/2013	Certify	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - Records Management Services
05/14/2014	Submit for Concur rence	Laura McHale	Senior Records Ana lyst	National Archives and Records Administration - Records Management Services
06/10/2014	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - Records Management Services
06/11/2014	Concur	Laurence Brewer	Director, National R ecords Management Program	National Archives and Records Administration - National Records Management Program
06/12/2014	Approve	David Ferriero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist

GENERAL RECORDS SCHEDULE 3.1: General Technology Management Records

This schedule covers records created and maintained by Federal agencies related to the general management of technology. It includes records related to developing, operating, and maintaining computer software, systems, and infrastructure improvements; complying with information technology policies and plans; and maintaining data standards.

- This schedule does not apply to system data or content.
- This schedule does not apply to records documenting the Office of Management and Budget and the US Federal Chief Information Officers Council government-wide information management planning and programming.
- There may be copies of the Exhibit 300 records within these case files. However, agencies should continue to file the recordkeeping copy as part of IT Capital Investment Records.
- Records needed to support contracts should be in procurement files, which are scheduled under the GRS for General Financial Management Records.

Item	Records Title/Description		Disposition Instruction	Disposition Authority
010	Information technology development project records.	**Infrastructure project records.** Information Technology (IT) infrastructure, systems, and services project records document the basic systems and services used to supply the agency and its staff with access to computers and data telecommunications. Includes requirements for and implementation of functions such as: • maintaining network servers, desktop computers, and other hardware, • installing and upgrading network operating systems and shared applications, and • providing data telecommunications; and infrastructure development and maintenance such as acceptance/authorization of infrastructure components, analysis of component options, feasibility, costs and benefits, and work associated with implementation, modification, and troubleshooting. Includes records such as: • installation and testing records • installation reviews and briefings • quality assurance and security review • requirements specifications • technology refresh plans • operational support plans • test plans • models, diagrams, schematics, and technical documentation **Exclusion:** Records relating to specific systems that support or document mission goals are not covered by this item and must be scheduled individually by the agency by submission of a records schedule to NARA.	**Temporary.** Destroy 5 year(s) after project is terminated, but longer retention is authorized if required for business use.	DAA-GRS-2013-0005-0006

Item	Records Title/Description	Disposition Instruction	Disposition Authority
	Note: Records concerning the development of each information technology (IT) system and software application are covered under the item for System Development Records.		

011	**System development records.**
	These records relate to the development of information technology (IT) systems and software applications through their initial stages up until hand-off to production which includes planning, requirements analysis, design, verification and testing, procurement, and installation. Records include case files containing documentation of planning, decision making, designing, programming, testing, evaluation, and problem solving.
	
	Includes records such as:
	• project plans
	• feasibility studies
	• cost analyses
	• requirements documents
	• compliance documents including:
	  o Privacy Threshold Analyses (PTAs)
	  o Privacy Impact Assessments (PIAs)
	  o Security Plan
	  o Information Protection Plan
	• change control records
	• Project Schedule
	• Plan of Action and Milestones (POA&M)
	• Configuration Management Plan
	• Resource Management Plan
	• Risk Assessment/Mitigation Plan
	• Security Plan
	• Disaster Recovery Plan
	• Test /Acceptance Plan
	• Quality Control Plan
	• Deployment Guide
	• User Guide
	• Training Guide
	
	Exclusion: This item does not apply to system data or content.
	
	Note 1: For certain technical documentation (e.g., data dictionaries, file specifications, code books, record layouts, etc.) related to the detailed, as-built design or maintenance of an electronic system containing permanent records, use the GRS item Documentation Necessary for Preservation of Permanent Electronic
		Temporary. Destroy 5 year(s) after system is superseded by a new iteration, or is terminated, defunded, or no longer needed for agency/IT administrative purposes, but longer retention is authorized if required for business use.	DAA-GRS-2013-0005-0007

Item	Records Title/Description	Disposition Instruction	Disposition Authority
	Records. **Note 2:** This is consistent with the fact that the most complete version of system documentation is retained within the maintenance phase.		
012	**Special purpose computer programs and applications.** Computer software programs or applications that are developed by the agency or under its direction solely to use or maintain a master file or database authorized for disposal in a GRS item or a NARA-approved records schedule. **Exclusion 1:** This item does not include software or applications necessary to use or maintain any unscheduled master file or database or any master file or database scheduled for transfer to the National Archives. **Exclusion 2:** This item does not cover commercial, off-the-shelf (COTS) programs or applications, unless the agency has modified such programs or applications considerably to perform a mission-related function. **Note:** Computer software needs to be kept as long as needed to ensure access to, and use of, the electronic records in the system throughout the authorized retention period to comply with 36 CFR Sections 1236.10, 1236.12, 1236.14, and 1236.20.	**Temporary.** Delete when related master file or database has been deleted, but longer retention is authorized if required for business use.	DAA-GRS-2013-0005-0008
020	**Information technology operations and maintenance records.** Information Technology Operations and Maintenance records relate to the activities associated with the operations and maintenance of the basic systems and services used to supply the agency and its staff with access to computers and data telecommunications. Includes the activities associated with IT equipment, IT systems, and storage media, IT system performance testing, asset and configuration management, change management, and maintenance on network infrastructure. Includes records such as: • files identifying IT facilities and sites • files concerning implementation of IT facility and site management • equipment support services provided to specific sites: ○ reviews ○ site visit reports ○ trouble reports ○ equipment service histories ○ reports of follow-up actions ○ related correspondence • inventories of IT assets, network circuits, and building or circuitry diagrams	**Temporary.** Destroy 3 year(s) after agreement, control measures, procedures, project, activity, or transaction is obsolete, completed, terminated or superseded, but longer retention is authorized if required for business use.	DAA-GRS-2013-0005-0004

Item	Records Title/Description	Disposition Instruction	Disposition Authority

	• equipment control systems such as databases of barcodes affixed to IT physical assets, and tracking of [approved] personally-owned devices
	• requests for service
	• work orders
	• service histories
	• workload schedules
	• run reports
	• schedules of maintenance and support activities
	• problem reports and related decision documents relating to the software infrastructure of the network or system
	• reports on operations
	   o measures of benchmarks
	   o performance indicators
	   o critical success factors
	   o error and exception reporting
	   o self-assessments
	   o performance monitoring
	   o management reports
	• website administration
	   o frames
	   o templates
	   o style sheets
	   o site maps
	   o codes that determine site architecture
	   o change requests
	   o site posting logs
	   o clearance records
	   o requests for correction of incorrect links or content posted
	   o requests for removal of duplicate information
	   o user logs
	   o search engine logs
	   o audit logs
	• records to allocate charges and track payment for software and services
	
	Note 1: If any maintenance activities have a major impact on a system or lead to a significant change, those records should be maintained as part of the Configuration and Change Management Records.
	
	Note 2: Records needed to support contracts should be in procurement files, which are scheduled under the GRS for General Financial Management Records.		

Item	Records Title/Description	Disposition Instruction	Disposition Authority
030	**Configuration and Change Management Records.** Records created and retained for asset management, performance and capacity management, system management, configuration and change management, and planning, follow-up, and impact assessment of operational networks and systems. Includes records such as: • data and detailed reports on implementation of systems, applications and modifications • application sizing, resource and demand management records • documents identifying, requesting, and analyzing possible changes, authorizing changes, and documenting implementation of changes • documentation of software distribution (including COTS software license management files) and release or version management **Note 1:** If any maintenance activities have a major impact on a system or lead to a significant change, those records should be maintained as part of the Configuration and Change Management Records. **Note 2:** Per NARA practice, documentation for permanent electronic records should be transferred with the related records using the disposition authority for the related electronic records rather than the GRS disposition authority. **Note 3:** Agencies may retain a copy of documentation related to permanent electronic records. This copy may be destroyed at any time after the transfer request has been signed by the National Archives.	**Temporary.** Destroy 5 year(s) after system is superseded by a new iteration, or is terminated, defunded, or no longer needed for agency/IT administrative purposes, but longer retention is authorized if required for business use.	DAA-GRS-2013-0005-0005
040	**Information technology oversight and compliance records.** Information Technology (IT) Oversight and Compliance records relate to compliance with IT policies, directives, and plans. Records are typically found in offices with agency-wide or bureau-wide responsibility for managing IT operations. Includes records such as: • recurring and special reports • responses to findings and recommendations • reports of follow-up activities • statistical performance data • metrics • inventory of web activity • web use statistics • comments/feedback from web site or application users • internal and external reporting for compliance requirements relating to the Privacy Act, and electronic and Information technology accessibility under Section 508 of the Rehabilitation Act • system availability reports • target IT architecture reports • systems development lifecycle handbooks • computer network assessments and follow-up documentation	**Temporary.** Destroy 5 year(s) after the project/activity/transaction is completed or superseded, but longer retention is authorized if required for business use.	DAA-GRS-2013-0005-0010

Item	Records Title/Description		Disposition Instruction	Disposition Authority
		• vulnerability assessment reports • assessment and authorization of equipment • Independent Verification and Validation (IV&V) reports • contractor evaluation reports • quality assurance reviews and reports • market analyses and performance surveys • benefit-cost analyses • make vs. buy analysis • reports on implementation of plans • compliance reviews • data measuring or estimating impact and compliance **Note:** Copies of security plans are scheduled under the GRS for Information Security Records. There may be copies interfiled within this series.		
050	**Data administration records.** Data Administration includes maintenance of data standards, corporate data models, registries, and data definitions and dictionaries. Records relate to administrative support for the maintenance of data standards, data definitions and data dictionaries. This	**Documentation necessary for preservation of permanent electronic records.** Data administration records and documentation relating to electronic records scheduled as permanent in the GRS or in a NARA-approved agency schedule must be transferred to the National Archives to allow for continued access to the records, including: • data/database dictionary records • data systems specifications • file specifications • code books • record layouts • metadata • user guides • output specifications **Note 1:** Per NARA practice, documentation for permanent electronic records must be transferred with the related records using the disposition authority for the related electronic records rather than the GRS disposition authority. **Note 2:** Agencies may retain a copy of documentation related to permanent electronic records. This copy may be destroyed at any time after the transfer request has been signed by the National Archives.	**Permanent.** Transfer to the National Archives with the permanent electronic records to which the documentation relates.	DAA-GRS-2013-0005-0002

Item	Records Title/Description		Disposition Instruction	Disposition Authority
051	schedule includes records that explain the meaning, purpose, logical relationships, and use and origin of data. It also includes any documentation related to electronic records, whether the records are part of an electronic system or stand-alone, that allows a user to understand or access the information.	**All documentation for temporary electronic records and documentation not necessary for preservation of permanent records.** Data administration records and documentation relating to electronic records that are scheduled as temporary in the GRS or in a NARA-approved agency schedule or any types of data administration records not listed as permanent in item DAA-GRS-2013-0005-0002, including • data/database dictionary records • data systems specifications • file specifications • code books • record layouts • metadata • user guides • output specifications and also the following records for all electronic records whether scheduled as temporary or permanent • software operating manuals • data standards • table and dependency descriptions • taxonomies • schemas • registries • source code • physical data model • logical data model	**Temporary.** Destroy 5 years after the project/activity/ transaction is completed or superseded, or the associated system is terminated, or the associated data is migrated to a successor system, but longer retention is authorized if required for business use	DAA-GRS-2013-0005-0003

New GRS 3.1 Crosswalk to Old GRS (DAA-GRS-2013-0005)							
New GRS				**Old GRS**			
GRS No.	Item No.	Retention	ERA Number/ Disposition Authority	GRS No.	Item No.	Retention	Disposition Authority
3.1	010	5 years	DAA-GRS-2013-0005-0006	20	1a	When no longer needed	N1-GRS-95-2, item 1a
				24	11a	1 year	N1-GRS-03-1 item 11a
				24	11b	5 years	N1-GRS-03-1 item 11b
				24	11c	3 years	N1-GRS-03-1 item 11c
3.1	011	5 years	DAA-GRS-2013-0005-0007	16	9	5 years	N1-GRS-81-7 item 1
				20	1a	When no longer needed	N1-GRS-95-2, item 1a
3.1	012	When related master file is deleted	DAA-GRS-2013-0005-0008	20	10	When related master file is deleted	N1-GRS-87-5, item 10
3.1	020	3 years	DAA-GRS-2013-0005-0004	20	1a	When no longer needed	N1-GRS-95-2 item 1a
				24	2	3 years	N1-GRS-03-1 item 2
				24	3a	1 year	N1-GRS-03-1 item 3a
				24	3b2	3 years or 1 year	N1-GRS-03-1 item 3b2
				24	8a	1 year	N1-GRS-03-1 item 8a
				24	8b	1 year	N1-GRS-03-1 item 8b
				24	8c	3 years	N1-GRS-03-1 item 8c
				24	9a	3 years	N1-GRS-03-1 item 9a
				24	9b	3 years	N1-GRS-03-1 item 9b
				24	9c	3 years	N1-GRS-03-1 item 9c
3.1	030	5 years	DAA-GRS-2013-0005-0005	24	3b1	1 year	N1-GRS-03-1 item 3b1
3.1	040	5 years	DAA-GRS-2013-0005-0010	24	1a	5 years or 1 year	N1-GRS-03-1 item 1a
				24	1b	3 years or 1 year	N1-GRS-03-1 item 1b
3.1	050	Permanent	DAA-GRS-2013-0005-0002	20	11a2	Permanent	N1-GRS-07-4 item 11a2
3.1	051	5 years	DAA-GRS-2013-0005-0003	20	11a1	When related master file is deleted	N1-GRS-07-4 item 11a1