REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

JOB NUMBER
N1-GRS-92-2

DATE RECEIVED
10/20/91

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

1. FROM (Agency or establishment)

National Archives and Records Administration

2. MAJOR SUBDIVISION

Office of Records Administration

3 MINOR SUBDIVISION

Records Appraisal and Disposition Division

4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE
Richard Marcus	501-6052

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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 9/3/92   ARCHIVIST OF THE UNITED STATES

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 _____ 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,

[X] is not required;   [ ] is attached; or   [ ] has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
10/20/91		Director, Records Appraisal and Disposition Division

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Revision of the General Records Schedules (GRS):		
	GRS 20, Electronic Records		
	Item 1	N1-GRS-89-3/1	
	Item 11	N1-GRS-87-5/17	
	Item 12	New	
	GRS 23, Records Common to Most Offices Within Agencies		
	Item 3	N1-GRS-89-3/3	
	See attached.		

Copies sent to NSX GRS 9/9/92

115-109
NSN 7540-00-634-4064
PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA
36 CFR 1228

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION

1. **Files/Records Created in Central ADP Facilities, ADP Management, and ADP Support6 Operations to Create, Use, and Maintain Master Files.**

   [Change in title only.]

*   *   *   *   *

11. **Documentation.**

*   *   *

   b. Computer center copies of records relating to system security, including records documenting periodic audits or review and recertification of sensitive applications, disaster and continuity plans, and risk analysis, as described in OMB Circular No. A-130.

   Disposition: Destroy or delete when superseded or obsolete.

12. **Downloaded and Copied Data.**

   Derived data and data files which are copied, extracted, merged or calculated from other data, when the original data is retained.

   a. Derived data used for ad hoc or one-time inspection, analysis or review, if the derived data is not needed to support the results of the inspection, analysis or review.

   Disposition: Delete when no longer needed.

   b. Derived data which provide user access in lieu of hard copy reports which are authorized for disposal.

   Disposition: Delete when no longer needed.

   c. Metadata or reference data, such as format, range or domain specifications, which is transferred from a host computer or server to another computer for input, updating, or transaction processing operations.

   Disposition: Delete from the receiving system when the input operation is completed.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
3.	Administrative Data Bases. Data bases that support administrative or housekeeping functions, containing information derived from hard copy records authorized for destruction by the GRS or a NARA-approved SF 115.	
	a. When hard copy records are retained in order to meet recordkeeping requirements.	Delete information in the data base when no longer needed.
	b. When the data base takes the place of hard copy records.	Delete after the expiration of the retention period authorized for the hard copy file, or when no longer needed, whichever is later.
	c. Hard copy printouts created for short-term administrative purposes.	Destroy when no longer needed.