

**INACTIVE**

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER N1-064-50-3	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 1-21-00	
1. FROM (Agency or establishment) National Archives & Records Administration		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Information Security Oversight Office (ISOO)			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Laurence C. Patlen	5. TELEPHONE NUMBER (301) 713-7330 x225	DATE 6-14-00	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</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 <u>3</u> page(s) are not needed now for the business for 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,  <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE DEC 14 1999	SIGNATURE OF AGENCY REPRESENTATIVE <i>Richard Williams</i>		TITLE Records Officer
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Records of the Information Security Oversight Office (ISOO).  This is to request reauthorization of several ISOO record series as records of the National Archives and Records Administration.  <i>Agency, num, numw, numt</i>		

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Item No., Description of Item and Proposed Disposition

GRS or Superseded  
Job Citation:

~~1. Annual Report to the President (28A40). Documents resulting from the preparation and publication of the Annual Report to the President. They include previous and current reports.~~

Superseded by:

NI-064-06-4/7b

DATE (MM/DD/YYYY):

02/06/2007

a.-- Working papers. Cut off annually. Destroy when 3 years old.

NC1-269-84-3: 9a.

b.-- Annual Report. PERMANENT. Cut off annually. Transfer to NARA when 10 years old in five year blocks, e.g. 1990-95 in 2006.

NC1-269-84-3: 9b.

*Volume on hand: 2 cubic feet, 1984--present.*

Superseded by:

NI-064-06-4/7a

DATE (MM/DD/YYYY):

02/06/2007

~~2. Agency information security program data (28A45). Included are copies of SF 311s, Agency Information Security Program Data, showing statistical data related to the information security program.~~

NC1-269-84-3: 10

PERMANENT. Cut off annual. Retire to FRC 4 years after cutoff. Transfer to NARA when 10 years old in five year blocks, e.g. 1990-95 in 2006.

Superseded by:

NI-064-06-4/7a

DATE (MM/DD/YYYY):

02/06/2007

*Volume on hand: 2 cubic feet, 1984--present.*

~~3. Agency files (28A65). Documents resulting from monitoring executive branch agencies in the governmentwide information security program. Included are inspection reports, regulations, correspondence, and related records.~~

NC1-269-84-3: 14

PERMANENT. Cut off annually, retire to an FRC 4 years after cutoff. Transfer to NARA 10 years after cutoff in 5 year blocks, e.g. 1990-95 in 2006.

Superseded by:

NI-064-06-4/6b

DATE (MM/DD/YYYY):

02/06/2007

*Volume on hand: 15 cubic feet, pre-1984--present*

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## 4. Electronic Mail and Word Processing System Copies

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

- a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Superseded by:  
DAA-GRS-2016-001  
DATE (MM/DD/YYYY)

Destroy/delete within 180 days after the recordkeeping copy has been produced. 07/20/2017

- b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Destroy when dissemination, revision, or updating is completed.

Superseded by:  
DAA-GRS-2016-0016-0002  
DATE (MM/DD/YYYY):  
07/20/2017

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