REQUEST FOR RECORDS DISPOSITION AUTHORITY

<table>
<thead>
<tr>
<th>TO: NATIONAL ARCHIVES &amp; RECORDS ADMINISTRATION</th>
<th>Date received</th>
<th>N1-064-50-3</th>
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<tr>
<td>8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001</td>
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1. FROM (Agency or establishment)
National Archives & Records Administration

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

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 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,

☐ is not required  ☐ is attached; or  ☐ has been requested.

DATE SIGNATURE OF AGENCY REPRESENTATIVE TITLE
DEC 14 1999  Records Officer

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

This is to request reauthorization of several ISOO record series as records of the National Archives and Records Administration.

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARA USE ONLY)

PREVIOUS EDITION NOT USABLE
STANDARD FORM 115 (REV. 3-91)  Prescribed by NARA 36 CFR 1228
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.


   Volume on hand: 2 cubic feet, 1984–present.

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.

   PERMANENT. Cut off annually. Retire to FRC 4 years after cutoff. Transfer to NARA when 10 years old in five year blocks, e.g. 1990-1995 in 2006.

   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.

   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. 1990-1995 in 2006.

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

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

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.