

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER N1-064-00-6	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 3/7/2000	
1 FROM (Agency or establishment) National Archives & Records Administration		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Office of Human Resources & Information Services		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION Information Technology Services Division			
4. NAME OF PERSON WITH WHOM TO CONFER Barry Roginski	5 TELEPHONE NUMBER 301-713-6415 x263	DATE 6-22-00	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>1</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 MAR 6 2000	SIGNATURE OF AGENCY REPRESENTATIVE <i>Richard W. Marcus</i> Richard W. Marcus		TITLE NARA Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	See attached page(s)		
<i>Agency number number NR</i>			

Item 1. Records created and/or maintained by NARA in response to the Y2K computer problem.

A. Policy and planning records

Records that document the overall planning of NARA's response to the Y2K computer problem. Included are such records as minutes of meetings, project plans, decision documents, Business Continuity and Contingency Plan, "Day-1" plans, e-mail messages, graphic representations of plans.

Retire to a records center within 6 months of close of project.  
Destroy when 10 years old.

B. Implementation records

Records created during the implementation of NARA's Y2K plan. Included are such records as system certifications, contingency plans, records discussing specific systems and their Y2K problems, implementation plans, IG inquiries, meeting minutes/notes, budget files.

1. Records created and/or maintained by NH

a) Automated systems used as part of the implementation phase or to track implementation progress. Includes but not limited to such systems as *NARA Y2K*, and *Component Track*

Delete data and related software 2 years after completion of project.

b) All other records.

Retire to a records center facility within 6 months of close of the project.  
Destroy when 10 years old.

2. Records created and/or maintained by all other offices.

Retire to a records center facility within 6 months of close of project.  
Destroy when 5 years old.

~~C. Procurement records~~

~~Records created as part of the awarding and administration of contracts related to the Y2K computer problem.~~

~~Destroy in accordance with Appendix 5, Property and Procurement.~~

~~Cross reference as an author of~~

D. 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.