REQUEST FOR RECORDS DISPOSITION AUTHORITY	JOB NUMBER N1–064–02–2
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001	Date received 11-8-01

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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	5 TELEPHONE NUMBER	DATE 3-22-02	ARCHIVIST OF THE UNITED STATES John W. Carl

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 NOV 7 2001	SIGNATURE OF AGENCY REPRESENTATIVE 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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)		

cc: Agency, NR, NWMW

115-109   PREVIOUS EDITION NOT USABLE

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

1 NARANet System backups

Security backups for NARANet desktop applications, both full and incremental, created and maintained to restore the system in the event of a system failure or other unintentional loss of data. This disposition does not cover data copied for purposes other than for emergency system restoration Nor does it cover data copied for specific systems and/or applications which may or may not be accessible through NARANet.

a Incremental backups: daily backups (usually made after close of business) of system transactions made on that day only

Destroy at the end of each week after full backup is made and verified.

b. Full backups: full system backup (usually taken once a week after the close of the business week) which becomes a copy of the system for that point in time

Destroy each backup when 2 months old