INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-064-02-002

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Superseded by DAA-GRS-2013-0006

Date Reported: 5/13/2021
REQUEST FOR RECORDS DISPOSITION AUTHORITY

To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001

FROM (Agency or establishment)
National Archives & Records Administration

MAJOR SUBDIVISION
Office of Human Resources & Information Services

MINOR SUBDIVISION
Information Technology Services Division

NAME OF PERSON WITH WHOM TO CONFER

TELEPHONE NUMBER

DATE

ARCHIVIST OF THE UNITED STATES

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

SIGNATURE OF AGENCY REPRESENTATIVE
Richard Marcus

DATE
NOV 7 2001

TITLE
NARA Records Officer

ITEM NO

DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

See attached page(s)

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

PREVIOUS EDITION NOT USABLE
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