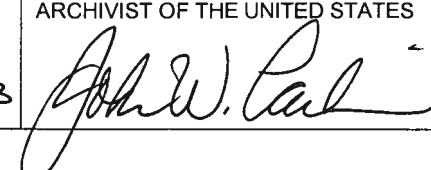



<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER N1-064-03-8	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 9-10-2003	
1 FROM (Agency or establishment) National Archives & Records Administration (NARA)		NOTIFICATION TO AGENCY  In 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Office of Human Resources and Information Services (NH)			
3 MINOR SUBDIVISION Information Resources Policy and Projects Division (NHP)			
4 NAME OF PERSON WITH WHOM TO CONFER Marilyn Stachelczyk (NHP)	5 TELEPHONE NUMBER (301) 837-3020	DATE 11-21-03	ARCHIVIST OF THE UNITED STATES 
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 3 pages 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 SEP 8 2003	SIGNATURE OF AGENCY REPRESENTATIVE 		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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 for descriptions of and dispositions for records of the Computer/Electronic Accommodations Program (CAP).  <i>cc Agency, NR, NWC, NWML</i>		

**SF 115 for Records Relating to Computer/Electronic Accommodations Program (CAP)  
(August 25, 2003)**

**File No. xxx: Computer/Electronic Accommodations Program (CAP):** Records created and maintained regarding requests for assistive technology, devices, and services offered through CAP, which is located within the Department of Defense (DOD). The Information Resources Policy and Projects Division (NHP) is NARA's liaison to the DOD/CAP Office and is responsible for the function of processing CAP requests. Equipment and services are made available through CAP to NARA employees with disabilities as part of NARA's reasonable accommodations program. To comply with Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794(d)), and the Workforce Investment Act of 1998, NARA offices also request CAP equipment and services for members of the public with disabilities so that they can use NARA information technology equipment in NARA facilities. (See file no. 3XX for records relating to other types of reasonable accommodations for qualified employees and applicants with disabilities.)

**NOTE:** To the extent that CAP records are accessible by personal identifiers, maintain the records in accordance with the Privacy Act of 1974 (5 U.S.C. § 552).

**Item 1. File No. XXX-1: Textual records pertaining to requests from individuals and offices:** Forms, emails, medical documentation, and related records maintained by the CAP Administrator.

**Proposed Disposition:** Cut off the records at the end of the fiscal year in which the CAP request is approved or denied. Destroy the records 5 years after cutoff or when the requested item(s) is/are upgraded, whichever is sooner.

**Item 2. File No. XXX-2: Electronic tracking database.**

**Proposed Disposition:** Delete data pertaining to the CAP request when the data are no longer needed for administrative or reference use.

**Item 3. File No. X99: Word Processing Files and Email Records.**

**a. File No. X99-1: Word processing files.** Documents such as letters, memoranda, reports, handbooks, directives, and manuals recorded on electronic media, such as hard disks or floppy diskettes, after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes.

**Proposed Disposition:** Delete from the word processing system when no longer needed for updating or revision.

**b. File No. X99-2: Email records.** Senders' and recipients' versions of email messages that meet the definition of Federal records, and any attachments to the record messages after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes.

**Proposed Disposition:** Delete from the email system after copying to a recordkeeping system.

**SF 115 for Records Relating to Computer/Electronic Accommodations Program (CAP)  
(August 25, 2003)**

NOTE: Along with the message text, the recordkeeping system must capture the names of sender and recipients and date (transmission data for recordkeeping purposes) and any receipt data when required.