

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER N1-064-04-2	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 10-29-2003	
1 FROM (Agency or establishment) National Archives & Records Administration		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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			
4. NAME OF PERSON WITH WHOM TO CONFER Deborah Armentrout	5 TELEPHONE NUMBER 301-837-1488	DATE 3-2-04	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>2</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 OCT 27 2003	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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Electronic Records Initiative (eGov)  See attached page(s)		
<i>cc Agency, DR, NWM, NMM, NWC</i>			

## **Special Project Records: Electronic Records Initiative (eGov)**

### **1. MANAGING PARTNER RECORDS.**

Project records created by NARA's Policy & Communications Staff and Modern Records Programs staff while serving in the role of Managing Partner for the E-Government Electronic Records Management (ERM) Initiative. The ERM Initiative was developed under President George Bush's management agenda to provide the tools that agencies will need to manage their records in electronic form, addressing specific areas of electronic records management where agencies are having major difficulties.

#### **a. Official Managing Partner Records.**

Records that are created in managing the ERM Initiative and its four issue areas. Files may include, but are not limited to, preplanning (Quicksilver) files, planning files, copies of final business case, Steering Committee, Portfolio and eGov Managers meeting documents to include final meeting agendas, handout, and summaries. External comments, correspondence, and communications, final guidance or products, and any final reports or evaluations that are submitted to OMB

DISPOSITION **PERMANENT**. Cut off when deliverables have been met and product has been disseminated Transfer to National Archives 5 years after cutoff.

#### **b. Other Managing Partner Records.**

Records created while developing eGov submittal documents Files include background materials, copies of meeting notes, internal comments and revisions, eGov initiative web pages, copies of budgetary materials, schedules, briefing materials, proposals for other related initiatives.

DISPOSITION **TEMPORARY**. Cut off when deliverables have been met and product has been disseminated Destroy/delete 5 years after cutoff or when no longer needed for operational or administrative purposes, whichever is sooner.

#### **c. Project Management and Administrative Records.**

Project materials that relate to oversight and management of the E-Government Electronic Records Management Initiative (ERM). Files include project plans and status, copies of guidance, monthly statistics, drafts of deliverables, copies of OMB A-11 Exhibit 300 submission to OMB, status reports, performance matrix, and other project related materials that relate to project management and administration.

DISPOSITION: **TEMPORARY**. Cut off when deliverables have been met and product has been disseminated Destroy/delete 5 years after cut off

## 2. ISSUE AREA 4 RECORDS

Program records created by NARA's Policy & Communications Staff and Modern Records Programs (including the Life Cycle Management and Electronic and Special Media Records Services Divisions) while serving as the lead for Issue Area 4, *Transfer of Records to NARA*. The project provides interim guidance on electronic records management applicable government-wide that will enable agencies to transfer electronic records to NARA in a variety of data types and formats so that they may be preserved for future use by the government and citizens.

### a. Official Transfer Guidance and Product Records.

Case files that are created and maintained in the process of developing guidance.

Files include, but are not limited to, meeting announcements, agendas, minutes, presentations, sign in sheets, acknowledgments of participation, draft guidance sent to external partners, external comments/responses, external correspondence, diagrams, questionnaires, test plans, data, technical documentation, interim and final technical reports, and a copy of final guidance or product

DISPOSITION: **TEMPORARY**. Cut off at the end of each cycle completion. Destroy/delete 5 years after cutoff or when superseded, whichever is sooner.

### b. Other guidance or product development records.

Records created and maintained during participation in guidance or product development and include those records created during guidance or product test pilot and those created for guidance and product implementation. Files may include drafts that are circulated for internal discussion, internal comments, reference papers, internal draft operating procedures and instructions, schedules, briefing materials, proposals for other related initiatives and other materials not considered part of official files such as working papers.

DISPOSITION: **TEMPORARY**. Destroy/delete upon completion of each cycle or when no longer needed for operational or administrative purposes, whichever is sooner

## 3. Electronic Mail and Word Processing System Copies

- 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

DISPOSITION: **TEMPORARY**. 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

DISPOSITION: **TEMPORARY**. Delete when dissemination, revision, or updating is complete.