

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-064-05-2	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 11-22-2005	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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			
4. NAME OF PERSON WITH WHOM TO CONFER Richard Marcus	5 TELEPHONE NUMBER 301-837-1942	DATE 3/4/05	ARCHIVIST OF THE UNITED STATES <i>Adm. [Signature]</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 11/22/2004	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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	IT Project Management Files See attached page(s)		
<i>cc: Agency, NR DIRMW</i>			

File no. 8XX, Information Technology Project Management Files

Case files established for each NARA IT project, documenting the management of each project through its various stages. concept development, requirements gathering, procurement, implementation, system testing, "go-live," and hand-off to production. The file includes copies of the approved product plan and approvals authorizing the project (originals are filed in the Information Resources Policy and Projects Division), project plans and other planning documents, copies of procurement documents kept for reference during the project (official copies are maintained by the Contracting Officer in the Acquisition Services Division), communications with contractors, any written project deliverables as specified by the project, change control records, contract management records and closeout records. Records may be in hard copy and/or electronic format

8XX-1 Records for projects requiring the filing of an OMB Form 300

Break file when a project is closed out.

Destroy 5 years after the project is closed out

8XX-2 All other projects

Break file when a project is closed out.

Destroy 3 years after the project is closed out.

NOTE: A project is closed out when 1) the system has been declared operational and turned over to NHT for production; 2) a project is terminated for any reason

3. 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/delete when dissemination, revision, or updating is completed.