

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-064-05-5	
To. NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 1-6-2005	
1 FROM (Agency or establishment) National Archives & Records Administration		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Policy & Communications Staff		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Life Cycle Coordination Staff			
4 NAME OF PERSON WITH WHOM TO CONFER Richard Marcus	5 TELEPHONE NUMBER 301-837-1942	DATE 1/11/05	ARCHIVIST OF THE UNITED STATES <i>Allen W. ...</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>4</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 type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE DEC 23 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Lifecycle Coordination Staff Functional Schedule See attached page(s) <i>P.R. Agency, DR, NWM, NWMW</i>		

Lifecycle Coordination Staff Functional Records Schedule

I. Lifecycle Data Management Function

The Lifecycle Data Management Function is responsible for administering, planning, implementing, operating, and maintaining lifecycle data. This includes records related to developing and maintaining lifecycle data standards, records generated during the testing and operational phase of any lifecycle data management system, and records relating to any activities that support the operation of the function.

1. Program Administration

a. Policy documents and project files

PERMANENT.

Cut off at conclusion of project. Transfer to the National Archives 5 years after cutoff.

✓ b. All other (Includes reports, statistics, and working team files.)

Cut off annually. Destroy when 5 years old.

2. Administrative

None

All LCS administrative files fall under organization records schedule.

3. Program Operation

✓ a. Data management tools (Includes authority lists and files, data element tables, and thesauri.)

Destroy entry or element when superseded, obsolete, or no longer needed for current reference and operations.

b. Data management operation function (Includes training, outreach, testing, and informational web pages.)

Cut off when superseded, obsolete, or no longer needed for current reference and operations. Destroy 5 years after cut off.

II. Lifecycle Process Management Function

The Lifecycle Process Management Function is responsible for supporting NARA's Records Management Initiatives (RMI) and Electronic Records Archives (ERA) programs, promoting compliance with Government Paperwork Elimination Act (GPEA) requirements, and increasing the efficiency and effectiveness of all records lifecycle processes. A major activity of this function is the recreating or reengineering of business practices.

4. ~~4.~~ Program Administration

a. Charter documents and project files

PERMANENT.

Cut off when superseded. Transfer to the National Archives 5 years after cutoff.

5. ~~2.~~ Administrative

None

All LCS administrative files fall under organization records schedule

6. ~~3.~~ Program Operation

a. Products (Includes formal comments, approved products, and presentations.)

PERMANENT.

Cut off at conclusion of function. Transfer to the National Archives 5 years after cut off

b. All other (Includes meeting minutes, benchmarking notes, informational web pages, and training materials.)

Cut off at completion of project. Destroy 5 years after cut off

III. Lifecycle Data Standards Administration Function

The Lifecycle Data Administration Function is responsible reviewing, implementing, and refining NARA's data standards, specifically in relation to archival description standards, and functions as a third-party appeals board when description reviewers and describers disagree.

7. ~~1.~~ Program Administration

a. Charter documents

PERMANENT

Cut off at conclusion of function Transfer to the National Archives 5 years after cutoff

8. ~~2.~~ Administrative

None

All LCS administrative files fall under organization records schedule.

9. ~~3.~~ Program Operation

a Products (Includes meeting minutes and formal rulings)

PERMANENT

Cut off annually Transfer to the National Archives 5 years after cut off

b All other (Includes meeting agendas and position papers.)

Cut off annually. Destroy 5 years after cut off.

i 0, 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.