

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>71-064-06-3</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>9-12-2006</i>	
1 FROM (Agency or establishment) National Archives and Records Administration		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 the Federal Register (NF)			
3 MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Laurence C. Patlen	5 TELEPHONE NUMBER 301-837-2038	DATE <i>3/20/07</i>	ARCHIVIST OF THE UNITED STATES <i>Mike 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> 3 </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 SEP 8 2006	SIGNATURE OF AGENCY REPRESENTATIVE <i>Laurence C. Patlen</i>		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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<u>eDOCS System and Related Records</u> (See attachment.)		

SA 3/22/07 Copies Sent to Agency, NWMD, Numa, NR

SF 115

System Name: **eDOCS – Electronic Editing and Publishing System**

Program: **Office of the Federal Register**

Legal Authority: 1 CFR sec 51 et seq.

Applicability: Office of the Federal Register (NF)

Restrictions: None. Maximum is sensitive-but-unclassified.

Purpose: To facilitate electronic submission of documents by Federal agencies and the Office of the President submitted for publication in the Federal Register, and to provide a means of processing the documents to make them publishable in both electronic and in printed form.

Item No.	Description of Records	Disposition	Superseded Item
1.	AGENCY SUBMISSIONS		
	<p>a. Electronic Submissions: Records received from a Federal agency and used as input/source records for producing Federal Register documents. Includes records on disk or other storage media or transmitted on the internet or by e-mail. Documents include those signed electronically by the authorized agency official using PKI.</p>	<p>Delete when data have been entered into eDOCS and verified, or when no longer needed to support reconstruction of, or serve as backup to the database, whichever is later.</p>	
	<p>b. Original signed paper submissions (either a duplication of an electronic submission or a paper-only submission)</p>		
	(1) Documents from Federal agencies.		
	A. Rules	Cut off annually. Destroy when 5 years old.	N1-64-01-1: item 1 (file no. 1505-3a)
	B Proposed Rules and Notices	Cut off annually. Destroy when 2 years old.	N1-64-02-4: 1505-3b, N1-64-87-1: 1505-3c

SF 115

(2) Presidential Documents (i.e. Presidential Proclamations, Executive Orders, and similar documents signed by the President). Arranged by type of document and thereunder numerically.	PERMANENT. Cutoff at the end of the calendar year. Transfer in 2-year blocks to the National Archives when the oldest record is 2 years old.	N1-64-87-1: 1505-1 (Removing "Presidential Proclamations, Executive Orders, other Presidential documents, transcripts" from 1505-1.)
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2. ELECTRONIC DOCUMENTS

a. Copies of published or withdrawn documents in various stages of edit, formatting, pagination and coding for publication by GPO. Versions include the original electronic document as received or transcribed, the public inspection copy, and the retained copy of the final document formatted and coded for publication by GPO.	Cut off at end of calendar year. Delete when 5 years old.
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b. Metadata: Data tracking the documents in various stages of edit and processing (e.g. coding, pagination)	Cut off at end of calendar year. Delete when 5 years old.
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3. OUTPUTS

a. Outgoing final documents coded for publication by GPO.	Transmit final document to GPO. An electronic copy is retained in item 2a above.
b. Management and operational reports for workload measurement and analysis, general or specific document tracking, and other operational purposes.	Cut off at end of year. Destroy or delete when 2 years old or when no longer needed for administrative use, whichever is sooner.

SF 115

4. SYSTEM DOCUMENTATION

System design manual, user manual, system development documents, or equivalent documentation.

Maintain for life of system and destroy or delete when no longer needed for operational purposes, whichever is later.

5. BACKUPS

Security backups for eDOCS, both incremental and full, created and maintained to restore the system in the event of a system failure or other unintentional loss of data.

a. Incremental Backups: Daily backups (usually after the 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 at the end of each week after full backup is made and verified.

Rev. 8/22/2006, 8/25 NHR:LCP