**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

<table>
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<tr>
<th>JOB NUMBER</th>
<th>711-064-06-3</th>
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</table>

**TO:** NATIONAL ARCHIVES & RECORDS ADMINISTRATION  
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001

**FROM (Agency or establishment):**
National Archives and Records Administration

**MAJOR SUBDIVISION:**
Office of the Federal Register (NF)

**MINOR SUBDIVISION:**

**NOTIFICATION TO AGENCY:**

In accordance with the provisions of 44 USC 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

**NAME OF PERSON WITH WHOM TO CONFER:** Laurence C. Patlen

**TELEPHONE NUMBER:** 301-837-2038

**DATE:** 8/20/07

**ARCHIVIST OF THE UNITED STATES:** Mike Peck

**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 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,

- is not required  
- is attached, or  
- has been requested.

**DATE:** SEP 8 2006

**SIGNATURE OF AGENCY REPRESENTATIVE:**

**TITLE:** NARA Records Officer

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</th>
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<tbody>
<tr>
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<td>eDOCS System and Related Records</td>
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<td>(See attachment.)</td>
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**CITATION:**

eDOCS System and Related Records

(See attachment.)
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

   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.

   b. Original signed paper submissions (either a duplication of an electronic submission or a paper-only submission)

(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
(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.

(Removing "Presidential Proclamations, Executive Orders, other Presidential documents, transcripts" from 1505-1.)

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.

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.

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.
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