

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-064-07-2</i>	
To: NATIONAL ARCHIVES AND RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>3/27/07</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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			
3 MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Laurence C. Patlen	5. TELEPHONE NUMBER 301-837-2038	DATE <i>6/12/07</i>	ARCHIVIST OF THE UNITED STATES <i>Alma Leisner</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 MAR 21 2007	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Function: Online Ordering System (Order Online! / SOFA) 1807 - NARA Online Ordering System (Order Online! /SOFA) and Related Records (See attached pages)		
<i>SA 6/15/07 copies sent to Agency, NARA, NARA, NARA, NARA, NARA</i>			

Function: Online Ordering System (Order Online!/SOFA)

1807 - NARA Online Ordering System (Order Online!/SOFA) and Related Records

Records documenting the web-based customer orders for products and services. Orders are for reproductions of popular documents (e.g. Census), and researching and copying records. Includes records enabling customers to track and smart-fill online orders, initiate financial transactions, and for staff to track and fulfill orders. May include orders paid by other than credit card originating with the Order Fulfillment and Accounting System (OFAS) (mail, fax or Point of Sale).

Item No.	File No., Description	Superseded Job / item no.
1.	<p>1807-1 Customer profile data</p> <p>Customer profile data retained on the system to enable customers to track order status and for use in submitting subsequent online orders. Personal information may be altered or deleted by the customer.</p> <p><u>Disposition:</u> Delete when no longer needed for administrative or financial purposes.</p>	--
2.	<p>1807-2 Order Transaction Files (NATF Form 72, Order for Reproduction Services)</p>	N1-64-92-1, item 1a
a.	<p>a. Form 72 Quotes.</p> <p><u>Disposition:</u> Cut off at end of fiscal year. Delete or destroy when 2 years old.</p>	
b.	<p>b. Form 72 Orders.</p> <p><u>Disposition:</u> Cut off at end of fiscal year. Destroy when 1 year old.</p>	
c.	<p>c. Canceled orders –</p> <p><u>Disposition:</u> Cut off at end of fiscal year. Delete or destroy when 1 year old.</p>	
3.	<p>1807-3 Fulfillment-related records created and received by custodial/reference units and the authorized contractor:</p>	
a.	<p>a. Originals of requests (e.g. Form 80's) scanned into the order fulfillment system.</p> <p><u>Disposition:</u> File after verifying readability of scan and attachment to correct order number. Cut off at end of FY. Destroy 3 years after cutoff.</p>	N1-64-92-1, item 1b
b.	<p>b. Pull slips, NA form 14001's (Reference Service Slips) and copies of packing slips. (Note: Because these form 14001's are used internally, they are marked to distinguish them from public research room 14001's.)</p> <p><u>Disposition:</u> Cut off at end of FY. Destroy when 3 years old.</p>	N1-64-87-1: 1807-3

c.	c. Other hardcopy records. <u>Disposition:</u> Cut off at end of FY. Destroy when 3 years old.	N1-64-87-1: 1807-3
4.	1807-4 System documentation Data, file, and output specifications and user guides. <u>Disposition:</u> Cut off at end of year in which system documentation is superseded or obsolete. Destroy/delete 2 years after cutoff.	--

[Also see the draft records schedule for the Trust Fund “side” including Order Fulfillment / OFAS]

NHR-LCP Ordering system final t doc final 3/23/2007