REQUEST FOR RECORDS DISPOSITION AUTHORITY

JOB NUMBER
N1-064-08- 2

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

Date received 1/3/08

1. FROM (Agency or establishment) National Archives & Records Administration	**NOTIFICATION TO AGENCY**
2. MAJOR SUBDIVISION Office of Records Services - Washington	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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 Electronic/Special Media Records Services Division	

4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE NUMBER	DATE	ARCHIVIST OF THE UNITED STATES
Richard Marcus	301-837-1942		

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 ___1___ 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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
DEC 2 6 2007	Richard W. Marcus	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 GRS OR SUPERSEDED JOB CITATION	10.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)
	Accessions Management Information System (AMIS) See attached page(s).		

Accessions Management Information System (AMIS)

AMIS tracks accessions of electronic records as they are processed. It provides workflow capability that controls and routes processing jobs to the requisite staff. It also maintains metadata regarding each records accession.

1) Metadata relating to individual accessions of datafiles accessioned by the National Archives.

> Delete when system is retired.
> [This will occur after data have been migrated to ERA and verified, access to AMIS metadata through ERA is verified, and ERA is fully functional.]

2) Workflow data that record the processing details for each accession.

> Delete when system is retired.
> [This will occur after data have been migrated to ERA and verified, access to AMIS metadata through ERA is verified, and ERA is fully functional.]

3) User Profiles

> Delete when system is retired.

GRS

4) Audit logs

> Delete data when 2 years.

GRS

5) System documentation

> Retain all versions until system is retired. Destroy when system is retired.

GRS