


<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER N1-064-08-4	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 11/3/08	
1 FROM (Agency or establishment) National Archives & Records Administration		<b>NOTIFICATION TO AGENCY</b>  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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Records Services - Washington			
3 MINOR SUBDIVISION Electronic/Special Media Records Services Division			
4. NAME OF PERSON WITH WHOM TO CONFER Richard Marcus	5 TELEPHONE NUMBER 301-837-1942	DATE	ARCHIVIST OF THE UNITED STATES WITHDRAWN
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>1</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 DEC 26 2007	SIGNATURE OF AGENCY REPRESENTATIVE  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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<u>Access to Archival Databases (AAD)</u> See attached page(s)		

## Access to Archival Databases (AAD)

AAD provides web access to selected accessioned electronic records, including databases, images, and texts. The records within AAD are effectively reference copies.

~~1) Electronic records being made available to the public via AAD.~~

~~Temporary. Delete from AAD when no longer needed for public access.~~

~~2) Metadata related to accessioned datafiles included in AAD or to accessioned datafiles that may be included in AAD. Used to search and retrieve.~~

~~Temporary. Delete when related datafiles are deleted from AAD or when a decision is made that the datafiles will not be included in AAD.~~

3) Reports generated by system that report on system usage by public, as well as system performance

Temporary. Destroy/delete when no longer needed for reference.

4) Audit logs

Temporary. Delete when data is two years old

5) User profiles

Temporary. Disable individual profiles 6 months following deactivation. Delete when system is retired

6) System documentation

Temporary. Retain all versions for the life of the system. Destroy when system is retired

*WJ IT HDP/ATW*

## Access to Archival Databases (AAD)

AAD provides web access to accessioned electronic records that are in database format.

1) Accessioned datafiles being made available to the public via AAD

Delete from AAD when no longer needed for public access.

2) Metadata related to accessioned datafiles included in AAD or to accessioned datafiles that may be included in AAD. Used to search and retrieve.

Delete when related datafiles are deleted from AAD or when a decision is made that the related datafiles will not be included in AAD.

3) Reports generated by system that report on system usage by public, as well as system performance

Destroy/delete when no longer needed for reference.

4) Audit logs

Delete when data is two years old.

5) User profiles

Disable individual profiles 6 months following deactivation. Delete when system is retired.

6) System documentation

Retain all versions for the life of the system. Destroy when system is retired.

WITHDRAWN