

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-064-08-5	
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 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 9/22/08	ARCHIVIST OF THE UNITED STATES <i>Alh...</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>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 <i>Richard W. Marcus</i> Richard W. Marcus		TITLE NARA Records Officer
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION <u>Archival Processing System (APS)</u> See attached page(s).	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)

Archival Processing System (APS)

APS supports the preservation of electronic files by copying them onto magnetic tape cartridges, and by maintaining a catalog database of the technical specifications (name, number of records, block size, bytes, etc) of the files.

APS has 4 instances: unclassified, TS, TS/SCI. and Title 13.

- 1) Data files consisting of metadata regarding NARA holdings of electronic records, at the datafile level.

Delete metadata when related datafiles are deleted or deaccessioned from NARA holdings.

- 2) System audit logs

Retain for life of system. Delete when system is retired.

GRS 20/11C

2. ~~3~~) Custom developed source code

Retain for life of system. Delete when system is retired.

- 4) System documentation

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

GRS 20/11A1