REQUEST FOR RECORDS DISPOSITION AUTHORITY

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

1. FROM (Agency or establishment)
   National Archives and Records Administration

2. MAJOR SUBDIVISION
   Office of Administration

3. MINOR SUBDIVISION
   Facilities & Personal Property Management Division (NAF)

4. NAME OF PERSON WITH WHOM TO CONFER
   Laurence C. Patlen

5. TELEPHONE NUMBER
   301-837-2038

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 ___ 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: MAR 27 2008

SIGNATURE OF AGENCY REPRESENTATIVE

NARA Records Officer

7. ITEM NO. 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

Property Management System (IPM) Records

(See attachment.)
PROPERTY MANAGEMENT SYSTEM (IPM)

An automated system used to identify and manage accountable personal property in NARA.

Item

1. Integrated Property Management (IPM) Database.

   Electronic file that contains information identifying accountable personal property in NARA. Records were created before December 2007

   DISPOSITION: Delete when current data is migrated to a new property management system and verified, and the new system is operational.

2. Reports and Statistics (ad hoc and periodic).

   Reports and spreadsheets produced from the database.

   DISPOSITION: Destroy when 3 years old or when no longer needed for administrative or business use, whichever is sooner.

3. System Documentation

   Files include operating and technical manuals or equivalent documentation.

   DISPOSITION: Maintain for life of system and destroy/delete when no longer needed for operational purposes, whichever is later.

4. Disaster Recovery Backup Files.

   Backup files consisting of data identical in physical format to the database and kept in case the database is damaged or inadvertently erased.

   DISPOSITION: Delete when 60 days old.