**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

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

**JOB NUMBER**  
NJ-064-08-11

**DATE RECEIVED**  
7/7/08

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

2. **MAJOR SUBDIVISION**  
Office of Records Services – Washington, DC (NW)

3. **MINOR SUBDIVISION**

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 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**  
JUL - 2 2008

**SIGNATURE OF AGENCY REPRESENTATIVE**  
[Signature]

**TITLES**  
NARA Records Officer

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<th>ITEM NO.</th>
<th>DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</th>
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<td><strong>Master Location Register System (MLR)</strong></td>
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<td>(See attachment.)</td>
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**PREVIOUS EDITION NOT USABLE**

**STANDARD FORM 115 (REV. 3-91)**  
Prescribed by NARA 36 CFR 1226
MASTER LOCATION REGISTER SYSTEM (MLR)

The Master Location Register (MLR) is a system that maintains location data and descriptive information for records stored by NARA’s Office of Records Services – Washington, DC (NW) in Washington, DC, area archival facilities.

1. **Master Location Register (MLR) Database.**

   Electronic file that contains information identifying locations and descriptive information for records stored by NARA’s Office of Records Services – Washington, DC.

   **DISPOSITION:** Cut off when data is migrated to a new location management system. Delete after migrated data is 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 each backup when 2 months old.