**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</th>
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<tbody>
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<td>Information Services</td>
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<td>See attached page(s).</td>
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**To:** NATIONAL ARCHIVES & RECORDS ADMINISTRATION  
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001

**FROM (Agency or establishment):**  
National Archives & Records Administration

**Major Subdivision:** Office of Information Services

**MINOR SUBDIVISION:**

**NAME OF PERSON WITH WHOM TO CONFER:**  
Richard Marcus

**TELEPHONE NUMBER:**  
301-837-1942

**DATE:**  
7/24/08

**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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

**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 5 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 14 2008

**SIGNATURE OF AGENCY REPRESENTATIVE:**  
Richard W. Marcus

**TITLE:**  
NARA Records Officer
This is a media neutral schedule, applying to records in all formats. DESTROY/DELETE indicates deleting electronic files when that is appropriate.

Item No.

I. CHIEF INFORMATION OFFICER (CIO)

1. A. ALL RECORDS FOR THE FOLLOWING FUNCTIONS:
   - Compliance [GRS27/4]
   - Reporting to OMB or elsewhere, as required of the CIO
   - CIO Council
   - Information Assurance
   - System Accreditation
   - Audit response/resolution
   - IT Governance [Technical Review Group (TRG)]
   Cut off files annually.
   DESTROY/DELETE 7 years after cutoff.

2. B. Enterprise Architecture
   Cut off files annually.
   DESTROY/DELETE 7 years after cutoff.
   [GRS 27/2]

3. II. IT POLICY
   8xx series of NARA directives
   DESTROY/DELETE when superseded.

4. III. CAPITAL PLANNING
   Maintain records by system
   DESTROY/DELETE 5 years after system is retired. [GRS 27/2]

5. IV. SYSTEMS DEVELOPMENT
   Maintain records by system.
   DESTROY/DELETE 5 years after system is retired.

V. INFRASTRUCTURE OPERATIONS & MAINTENANCE

A. NETWORK “OWNERSHIP”

6. 1. NARANet Planning Documents
    Cut off annually.
    DESTROY/DELETE when 5 years old.

7. 2. Desktop Management/Software Approval
    Cut off annually.
    DESTROY/DELETE when 5 years old.

8. 3. PC Baseline Management
    DESTROY/DELETE records related to each specific baseline 5 years after baseline is superseded.

B. NETWORK SUPPORT
9. 1. ALL RECORDS WITH THE EXCEPTION OF THOSE LISTED SEPARATELY BELOW.

DESTROY/DELETE when particular software, hardware or network components are changed, modified or retired.

10. 2. Incident Management (excluding IT security incidents)

Cut off when incident is resolved

DESTROY/DELETE when 1 year old.

11. 3. System Test plans

DESTROY/DELETE when 3 years old.

12. 4. System backups

DESTROY/DELETE at the end of each week after full backup is made and verified. (N1-64-02-02 Item 1)

13. b. Full backups

DESTROY/DELETE each backup when 2 months old. (N1-64-02-02 Item 2)

C. IT ASSET MANAGEMENT

14. 1. ALL RECORDS WITH THE EXCEPTION OF THOSE LISTED SEPARATELY BELOW.

DESTROY/DELETE/delete when 3 to 5 years old. [GRS24/3a]


N1-064-03-08, Items 1&2

a. Textual records pertaining to requests for assistive technology: Forms, e-mails, medical documentation, and related records maintained by the CAP Administrator.

Cut off records for each CAP request at the end of the fiscal year in which the request is approved or denied.

15. (1) Approved Requests

DESTROY records when the requested assistive technology item(s) is/are upgraded

16. (2) Denied Requests:

DESTROY when no longer needed for administrative OR reference use.

17. b. Electronic tracking database.

DELETE data pertaining to a CAP request when the data are no longer needed for administrative OR reference use.

18 D. IT SERVICES PERFORMANCE

DESTROY/DELETE/delete 1 year after service level agreement, procedures or measures are superseded or terminated.

E. TELECOMMUNICATIONS

1 Retention bands, although specifying a range of years, actually require that specific retention periods be selected for each records series and kept in effect for an entire FY.
2. Repair tickets
   DESTROY/DELETE when 3 years old.

3. Site installation files
   DESTROY/DELETE when superseded/obsolete.

F. HELP DESK MONITORING

1. ALL RECORDS WITH THE EXCEPTION OF THOSE LISTED SEPARATELY BELOW.
   DESTROY/DELETE when no longer needed for review and analysis.

2. Contractor performance related monitoring
   DESTROY/DELETE/delete 3 years after agreement, procedures, or measures are superseded or terminated.

G. ACQUISITIONS SUPPORT

1. Acquisitions at or below simplified threshold
   Cut off on final payment.
   DESTROY/DELETE when 3 years old.

2. Acquisitions above the simplified acquisition threshold
   Cut off on final payment.
   DESTROY/DELETE when 7 years old.

VI. IT SECURITY

A. INTRUSION DETECTION
   DESTROY/DELETE reports 1 year after cutoff.

B. INCIDENT RESPONSE – UNCLASSIFIED SYSTEMS
   DESTROY/DELETE 1 year after cutoff.

C. INCIDENT RESPONSE – CLASSIFIED SYSTEMS
   DESTROY/DELETE 3 years after cutoff.

D. CERTIFICATION AND ACCREDITATION (C&A)

E. USER AWARENESS

VII. DATA MANAGEMENT

A. ALL RECORDS WITH THE EXCEPTION OF THOSE LISTED SEPARATELY BELOW.
   DESTROY/DELETE when superseded.
B. SYSTEM-SPECIFIC DATA MANAGEMENT
   Maintain by system.

VIII. SYSTEM ENGINEERING
   Maintain records by system project.

IX. RECORDS MANAGEMENT
   A. ALL RECORDS WITH THE EXCEPTION OF THOSE LISTED SEPARATELY BELOW.
   Carry over active files from previous fiscal year. Cut off inactive files at end of fiscal year in which activity ceases or project ends.
   DESTROY/DELETE 5 years after cutoff.
   (N1-64-03-5, item 3a)

   B. SCHEDULING CASE FILES.
      — Includes: Standard Forms (SF) 115,
      — Request for Records Disposition
      — Authority, and attachments;
      — correspondence; notes; and other
      — supporting documentation.
      Carry over active files from previous fiscal year.
      DESTROY/DELETE when superseded.
      (N1-64-03-5, item 3b)

   C. ACCESSIONING CASE FILES.
      — Includes: SF-258s, Agreement to
      — Transfer Records to the National
      — Archives of the United States, and
      — folder/box lists; correspondence;
      — notes; and other supporting
      — documentation.
      Carry over active files from previous fiscal year.
      DESTROY/DELETE when no longer needed for administrative use. (N1-64-03-5, item 3c)

X. FORMS MANAGEMENT
   A. ALL RECORDS WITH THE EXCEPTION OF THOSE LISTED SEPARATELY BELOW.
   DESTROY/DELETE when superseded.

   B. FORMS CASE FILES
      Maintain by form.
      DESTROY/DELETE a forms case file 5 years after specific form is cancelled. [GRS 16, item 3a]

      NOTE: If a form is superseded (assigned a new form number), file related records in case file for successor form.

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2 See note above regarding applying retention bands.
XI. OMB INFORMATION COLLECTIONS

Break file when approval/renewal period expires.
DESTROY/DELETE no sooner than time of expiration but no later than 3 years after expiration of succeeding renewal period.

XII. INFORMATION QUALITY

Break files according to fiscal year.
DESTROY/DELETE when 3 years old.