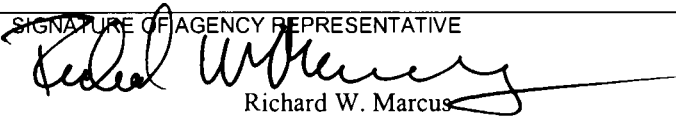


REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-064-08-12	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 7/24/08	
1 FROM (Agency or establishment) National Archives & Records Administration		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office of Information Services		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Richard Marcus	5. TELEPHONE NUMBER 301-837-1942	DATE 7/6/09	ARCHIVIST OF THE UNITED STATES Adrienne Thomas
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>5</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 JUL 14 2008	SIGNATURE OF AGENCY REPRESENTATIVE  Richard W. Marcus		TITLE NARA Records Officer
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION Information Services See attached page(s).	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)

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 [~~GRS 27/4~~]
 - 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
a. Daily incrementals. | 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] ¹ |
| | 2. Computer/Electronic Accommodations Program (CAP). | 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.

- 20.19, 2. Repair tickets DESTROY/DELETE when 3 years old.
- 21.20. 3. Site installation files DESTROY/DELETE when superseded/obsolete.

F. HELP DESK MONITORING

- 22.21, 1. ALL RECORDS WITH THE EXCEPTION OF THOSE LISTED SEPARATELY BELOW. DESTROY/DELETE when no longer needed for review and analysis.
- 23.22. 2. Contractor performance related monitoring DESTROY/DELETE/delete 3 years after agreement, procedures, or measures are superseded or terminated.

G. ACQUISITIONS SUPPORT

- 24.23. 1. Acquisitions at or below simplified threshold Cut off on final payment. DESTROY/DELETE when 3 years old.
- 25.24. 2. Acquisitions above the simplified acquisition threshold Cut off on final payment. DESTROY/DELETE when 7 years old.

VI. IT SECURITY

[GRS 24/5]

- 26.25. A. ~~INTRUSION DETECTION~~ Cut off scan reports at end of fiscal year. ~~DESTROY/DELETE~~ reports 1 year after cutoff.
- 27.26. B. ~~INCIDENT RESPONSE – UNCLASSIFIED SYSTEMS~~ Cut off files/records at end of fiscal year. ~~DESTROY/DELETE~~ 1 year after cutoff.
- 28.27. C. INCIDENT RESPONSE – CLASSIFIED SYSTEMS Cut off files/records at end of fiscal year. DESTROY/DELETE 3 years after cutoff.
- 29.28. D. CERTIFICATION AND ACCREDITATION (C&A) Overwrite/delete superseded documentation for each system. Identify defunct systems annually. DESTROY/DELETE related documentation for those systems.
- 30. 29. E. USER AWARENESS DESTROY/DELETE records and data when no longer needed for legal or operational purposes.

VII. DATA MANAGEMENT

- 31. 30. A. ALL RECORDS WITH THE EXCEPTION OF THOSE LISTED SEPARATELY BELOW. DESTROY/DELETE when superseded.

32. 31 B. SYSTEM-SPECIFIC DATA MANAGEMENT
Maintain by system.

DESTROY/DELETE 3-5 years after system is retired.²

33. 32 VIII. SYSTEM ENGINEERING
Maintain records by system project.

DESTROY/DELETE 5 years after system or technology is retired.

IX. RECORDS MANAGEMENT

33. 34 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)~~

34. 35 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)~~

35. 36 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

36. 37 A. ALL RECORDS WITH THE EXCEPTION OF THOSE LISTED SEPARATELY BELOW.

DESTROY/DELETE when superseded.

37. 38 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.

² See note above regarding applying retention bands.

36
39.

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.

39
40.

XII. INFORMATION QUALITY

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