

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	NI-328-10-1
1 FROM (Agency or establishment) National Capital Planning Commission		DATE RECEIVED	10/13/09
2 MAJOR SUBDIVISION Office of the Secretariat		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION Central Records Office		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4 NAME OF PERSON WITH WHOM TO CONFER Deborah Young	5 TELEPHONE 202 482-7228	DATE	ARCHIVIST OF THE UNITED STATES
		<i>[Signature]</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 4 page(s) are not now needed for the business of 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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
10/7/09	<i>Deborah B Young</i>	Records Officer

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	<p>National Capital Planning Commission</p> <p>Web Site The National Capital Planning Commission's (NCPC) Web Site is a resource providing information about NCPC as well as providing information to the public, internal employees and contractors, in support of the mission of the Agency programs. The Web Site is also used by applicants to submit electronic submissions to NCPC for Commission review.</p> <p>This schedule covers the records such as software used to maintain the site, the content on the site, site management documentation, and backend systems that are not covered by other schedules. It applies to the Internet, Intranet and Portals</p> <p>a System Software and Documentation <i>Non-record</i> Disposable, destroy when no longer needed to ensure access and use of the records throughout the authorized retention period</p> <p>b Site Management and Operations, includes reports, statistics, procedures and approvals Disposable, close inactive records at end of year. Destroy 5 years after file closure</p> <p>c Log Files, includes unprocessed log files, application logs, and similar files Disposable, destroy when 1 year</p>		

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d	<p>Web Content - not unique, includes markup language, code, textual and audiovisual files, contextual hyperlinks, and content from backend systems used to generate static or dynamic content on the site, as well as screen captures and site snapshots, when the record copy is captured elsewhere</p> <p>Disposable, destroy when superseded, obsolete, or no longer needed to to conduct Agency business, whichever is later but not longer than the retention of the record copy.</p>		
2	<p>Central Files Informations Systems</p> <p>System is an automated information system which is used to maintain and manage projects submitted to the NCPC for approval. Submittals include project narratives, National Environmental Policy Act and National Historic Preservation Act materials, maps, drawings and other graphic materials that show both the existing conditions and the project proposal.</p> <p>This system also houses project submission information such as, the file number, commission meeting date, project title, installation and location, jurisdiction, submitting agency and commission actions.</p> <p>It also provides a link to the Executive Director's recommendation, project documents and commission meeting transcripts</p> <p>The system houses the various types of projects listed below:</p>		
I	Cartographic Records	NC1-328-85-1	
II	Project Files	NC1-328-81-1	
III	Statutes and Memorial Files	NC1-328-81-1	
IV	District of Columbia Projects	NC1-328-81-1	
V	District of Columbia Street and Alley Closings Files	NC1-328-85-1	
VI	Urban Renewal Plans	NC1-328-81-1	
VII	District of Columbia School Building Plans	NC1-328-81-1	
VIII	District of Columbia General Projects	NC1-328-81-1	
IX	Capitol Improvement Program Files	NC1-328-81-1	
X	Reports and Feasibility Studies	NC1-328-81-1	
XI	District of Columbia Zoning Files	N1-328-90-1	

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CFIS has the following components

~~2a~~ ESRI's ArcInfo and its companion application ArcView *Non-record*

ESRI's ArcInfo is Geographic Information Systems (GIS) software for analyzing, manipulating, and visualizing all forms of geographically referenced information. NCPC planning staff uses GIS in evaluating spatial information such as parcel, zoning and land use data, building and facilities locations, and transportation networks, to assist the commission and planning staff to make effective and well-informed planning and policy decisions

Disposable, close when no longer needed to ensure access to and use of electronic records throughout the authorized retention period

~~2b~~ Input *GRS 20/2b*

Delete when data have been entered into the master file or database and verified, or when no longer required to support reconstruction of, or serve as backup to, a master file or database, whichever is later

2c Electronic Data

Permanent - Transfer a copy of the data to the National Archives on approval of the schedule and in 5 year blocks every 5 years thereafter, in accordance with standards specified in 36 CFR 1235 Subpart C

~~2d~~ Output and Reports *File Instruction*

File with related records and follow retention period for related records

~~2e~~ System Documentation *GRS 20/11a(2)*

Permanent - Transfer these records necessary to document how the system captures, manipulates, and outputs data to the National Archives in accordance with standards specified in 36 CFR 1235 Subpart C. The documentation is transferred with the electronic data (item 2c)

7 ITEM NO.	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
3	<p>Litigation Case Files</p> <p>This schedule authorizes the disposition of the record copy. The type of documents may include court pleadings and orders, opinions, depositions, interrogatories, transcripts, affidavits, documents related to discovery and evidence, and any other documents relied on to make the case.</p> <p>Close when case is resolved. Destroy 4 years after close of case.</p>		
4	<p>The Washington Geographic Information Systems Consortium Files</p> <p>The Washington Geographic Information System (WGIS) 1997 - 2006, the consortium was a collaborative effort by the federal and District of Columbia governments and the private sector to capture, display and analyze geographically based data for municipal planning and management. WGIS is a mapping technology that links aerial photographs to city and federal databases. It digitally integrates images of streets, buildings, sidewalks, and other physical elements of the built environment with information about property ownership, utility services, traffic patterns etc. This integrated system permits District and federal managers to readily map and manage a wide array of municipal functions.</p> <p>These records are no longer being created.</p> <p>Destroy Immediately.</p>		