

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>71-478-02-1</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>10-23-01</i>	
1. FROM (Agency or establishment) Office of Personnel Management		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office of the Chief Information Officer		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Michele M. Geary	4. TELEPHONE NUMBER (202) 606-2214	DATE <i>3-8-02</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>
<b>5. AGENCY CERTIFICATION</b> 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>3</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 10/1/01	SIGNATURE OF AGENCY REPRESENTATIVE <i>Michele M. Geary</i>		TITLE Records Officer
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See attached pages.		
<i>cc Agency, NR, NWMD, NWML</i>			

## Administrative Management

3.ADM.09

Item No.	Title and Description of Records	Disposition
25.	<p>Year 2000 Records and Reports. Records related to the initiative undertaken to ensure that automated systems will continue to function reliably when the date changed to year 2000. The project related to activities conducted by all program offices of the Office of Personnel Management (OPM). Files may include but are not limited to:</p>	
	<p>a. Records related to overall Year 2000 efforts, plans, strategies, submissions to the OPM Year 2000 Program Manager, testing plans (criteria and results), monitoring and tracking efforts, and policy letters.</p>	<p>TEMPORARY. Break the files at the end of the year 2000. Files will be retained for 6 years after break for audit purposes, then destroyed. Files may be transferred to the records center 1 year after break.</p>
	<p>b. List of applications (or systems) reviewed or accessed with notation of those requiring remedial work, scope of work needed to bring nonconforming applications or systems into compliance.</p>	<p>TEMPORARY. Break the files at the end of the year 2000. Files will be retained for 6 years after break for audit purposes, then destroyed. Files may be transferred to the records center 1 year after break.</p>
	<p>c. Testing documentation such as descriptions of types of tests performed on various systems (e.g., baseline, unit, regression, etc.); types of test systems used, procedures involved in testing summaries of test results and sign-offs, sufficient to establish the Year 2000 readiness of applications and</p>	<p>TEMPORARY. Break the files at the end of the year 2000. Files will be retained for 6 years after break for audit purposes, then destroyed. Files may be transferred to the records center 1 year after break.</p>

3.ADM.010

## Administrative Management

Item No.	Title and Description of Records	Disposition
	<p>systems tested; deviations from prescribed test results; criteria to determine if an application or system is Year 2000 compliant; plans for retesting computers, applications or systems that fail a Year 2000 test and documentation as to how the failure was corrected, and information sufficient to explain changes to applications or systems for Year 2000 readiness.</p>	
	<p>d. Reviews of the Year 2000 program conducted by OPM's Inspector General, the General Accounting Office, or independent validation and verification contractors.</p>	<p>TEMPORARY. Break the files at the end of the year 2000. Files will be retained for 6 years after break for audit purposes, then destroyed. Files may be transferred to the records center 1 year after break.</p>
	<p>e. Contracts (not including purchase orders) in which Year 2000 compliance is a stated requirement and contracts with outside consultants to address the century date change.</p>	<p>TEMPORARY. Break the files at the end of the year 2000. Files will be retained for 6 years after break for audit purposes, then destroyed. Files may be transferred to the records center 1 year after break.</p>
	<p>f. Records of correspondence with external vendors, such as documentation from Websites or certification letters, describing the Year 2000 status of vendor products and services.</p>	<p>TEMPORARY. Break the files at the end of the year 2000. Files will be retained for 6 years after break for audit purposes, then destroyed. Files may be transferred to the records center 1 year after break.</p>

## Administrative Management

3.ADM.011

Item No.	Title and Description of Records	Disposition
g.	Records of correspondence with the Congress, the Office of Management and Budget, and the General Accounting Office.	TEMPORARY. Break the files at the end of the year 2000. Files will be retained for 6 years after break for audit purposes, then destroyed. Files may be transferred to the records center 1 year after break.
h.	Electronic mail and word processing system copies. Documentation created and received via electronic systems that is determined to have record status and that supports the century date conversion (Y2K) records and reports will be copied to paper. Email messages include message text, attachments, drafts, and transmission and receipt date. The process described in Item 25 above is the recordkeeping system. These copies are solely used to generate recordkeeping copies of the records covered by this item.	Delete after copying to paper and placement in the recordkeeping system.