REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

LEAVE BLANK

JOB NO N1-40-87-4

DATE RECEIVED 1-13-87

1 FROM *(Agency or establishment)*
U.S. Department of Commerce

2 MAJOR SUBDIVISION
Office of the Secretary

3 MINOR SUBDIVISION
Management and Information Systems

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U S C 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 If no records are proposed for disposal, the signature of the Archivist is not required

4 NAME OF PERSON WITH WHOM TO CONFER

Sherry Cage

5 TELEPHONE EXT
377-4217

DATE 12/7/87

ARCHIVIST OF THE UNITED STATES

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of _____ 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence ☐ is attached, or ☒ is unnecessary

B DATE
1/8/87

C SIGNATURE OF AGENCY REPRESENTATIVE
Daniel J Cooney

D TITLE
Departmental Records
Management Officer

7 ITEM NO	8 DESCRIPTION OF ITEM *(With Inclusive Dates or Retention Periods)*	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN *(NARS USE ONLY)*
	MANAGEMENT AND INFORMATION SYSTEMS		
	Management and Information Systems, a Departmental Office which reports to the Assistant Secretary for Administration, was established August 16, 1984.		
	The functions of MIS are to:		
	a. Effectively and economically manage the Department's information resources, including administrative and management information systems.		
	b. Oversee the planning for acquisition and utilization of information technology.		
	c. Operate a central computer facility in Springfield, Virginia, through its Office of Computer Services (OCS).		
	Records of Office of Computer Services are not included in this schedule, but are described in a separate schedule developed for its use.		

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1.	Director's Subject Files. General correspondence documenting the activities of the Director in directing, developing, and administering the Department's management information systems. Start a new file every year. Destroy when 7 years old.		
2.	Administrative Subject Files. Office copies of documents pertaining to internal housekeeping activities, i.e., time and attendance, travel, training, budget, requisitions for services and supplies, and similar housekeeping activities. Destroy when 2 years old.	GRS 23/1	
3.	Chronological File. Extra copies of outgoing correspondence originated and/or signed by MIS officials and maintained solely for convenience of reference. Destroy when 2 years old.	GRS 23/3	
4.	Daily Activities Log. Calendars, appointment books, telephone call logs, and other records which reflect the activities of MIS officials and personnel. Destroy when 2 years old.	GRS 23/2b	
5.	Correspondence Control Log. Log to record and track correspondence assigned to subordinate offices for response. Destroy when 2 years old.	GRS 23/5	
6.	Obligating Documents Log. Log used to record and track control numbers assigned to requisitions. Destroy when 2 years old.	GRS 23/5	

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
7.	Financial and Management Information Subject Files. Letters, memorandums, reports, and other correspondence related to the creation, implementation, study, and operation of a 5-year study of financial and management information systems. Start a new file every year. Destroy when 10 years old.		
8.	Information Policy and Planning Subject File. Incoming and outgoing correspondence, reference copies, and similar documentation relating to the development of Departmental information policy and planning for the effective utilization of information resources. Start a new file every year. Destroy when 7 years old.		
9.	Information Technology Planning Files. Files generated in developing the Department's plans for the acquisition, management, and utilization of automated data processing (ADP) equipment. Included in the files are correspondence concerning the Department's Five-Year Technology Plan; proposed project plans and applications of operating units and the Department; the development of ADP standards; and similar activities. Destroy when 7 years old.		
10.	Information Technology Operating Unit Implementation Files. Correspondence with and about each operating unit documenting the development and implementation of their Information Technology Plan. Each operating unit file consists of correspondence regarding initiatives, requirements, ADP acquisitions, equipment upgrades and maintenance, and similar activities. Destroy when 7 years old.		

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
11.	General Accounting Office Audit Reports. Reference copies of on-site GAO audits of operating unit information technology activities. . Destroy 5 years after GAO audit or sooner if no longer needed.		
12.	Technical Reference Manuals and Publications. Reference manuals, periodicals, and publications on data processing, ADP applications, and information technologies. Dispose when superseded, obsolete, or when no longer needed.	GRS 23/6	
13.	Telecommunications Subject File. Correspondence and similar documentation pertaining to administration and operation of the Departmental telecommunications program. The files include plans, reports, equipment and telecommunication service requests, statistical reports, and records relating to installation and servicing of telecommunication resources. Destroy when 5 years old.		
14.	Information Systems Subject Files. Files pertaining to the development of and technical support for management information systems. Incoming and outgoing correspondence originated and/or signed by program officials, special studies, reports, meeting agendas, and other pertinent background and reference documents are included in the files. Start a new file every year. Destroy when 7 years old.		

115-203   Four copies including original to be submitted to the National Archives

STANDARD FORM 115 A
Revised July 1974
Prescribed by GSA
Administration
FPMR (41 CFR)

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
15.	Administrative Systems Subject Files. Letters, memorandums, reports, and other correspondence related to detailed design and programming of specific ADP applications and related functional responsibilities. Start a new file every year. Destroy when 15 years old.		
16.	Automated Data Management Files. Processing documentation showing file description, input and output reports descriptions, codes used in the system and descriptions of all computer programs with flow charts and functional narratives. Destroy 10 years after programs/systems become inactive.		
17.	Technical Support File. Reference documentation used for research, analysis, historical reviews. and as background material. The files include vendor advertisements, government and non-government training catalogues, copies of correspondence from individuals and organizations related to specific subjects, copies of special purpose operating instructions such as the Springfield Computer Center and other general subjects. Files are organized alphabetically and are purged of inactive records at least every fiscal year. Destroy when records are no longer needed.		
18.	Technical Support Project Files. Correspondence documenting the initiation, development, management, implementation and completion of major systems project assignments. Project files contain documentation that constitutes the basis for official action and are considered a part of the overall documentation for a system. Destroy 7 years after completion of project.		

Four copies including original to be submitted to the National Archives

STANDARD FORM
Revised Jul.
Prescribed
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FPMR 41 CFR