

(See Instructions on reverse)

NATIONAL INSTITUTE OF STANDARDS AND TECHNOLOGY

3. MINOR SUBDIVISION

5. TELEPHONE

SUE C. COX

301-975-4064

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 3 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.

9-20-2000

SUE C. COX

NIST RECORDS MANAGEMENT OFFICER

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9. GRS OR
SUPERSEDED
JOB CITATION

10. ACTION
TAKEN (NARA
USE ONLY)

SEE ATTACHED RECORDS SCHEDULES FOR Y2K RECORDS AND
WEB SITE RECORDS

cc: Agency, Hum D 8/16/01

Records created and/or maintained by NIST in response to the Y2K computer problem.

1. Policy and Planning Records

Records that document the overall planning of NIST response to the Y2K computer problem. Included are such records as minutes of meetings, project plans, decision documents, business continuity and contingency plan, day-1 plans, e-mail messages, graphic representations of plans.

AUTHORIZED DISPOSITION: Temporary. Cut off at end of fiscal year in which project is closed. Transfer to Federal Records Center 6 months after cutoff. Destroy 10 years after cutoff.

2. Implementation Records

Records created during the implementation of NIST Y2K plan. Included are such records as system certifications, contingency plans, records discussing specific systems and their Y2K problems, implementation plans, IG inquiries, meeting minutes/notes, budget files.

a. Records created and/or maintained

Automated systems used as part of the implementation phase or to track implementation progress.

AUTHORIZED DISPOSITION: Cut off at the end of fiscal year in which project is completed. Destroy/delete data and related software 5 years after cutoff.

b. Records not covered in Item 2a.

AUTHORIZED DISPOSITION: Temporary. Cut off at end of fiscal year in which project is closed. Transfer to Federal Records Center 6 months after cutoff. Destroy 10 years after cutoff.

3. Procurement Records

Records created as part of the awarding and administration of contracts related to the Y2K computer problem. NIST purchase orders, contracts, requisitions, work orders, agreements with consultants or vendors, correspondence, reports, receipt and fulfillment records, inspection and payment records, and related papers pertaining to the contract, purchase order or other administrative records.

Exception to General Records Schedule 3, Item 3.

AUTHORIZED DISPOSITION: Temporary. Cut off files at end of fiscal year in which file is closed, and transfer to Federal Records Center. Destroy 6 years and 3 months after cutoff.

4. Electronic Mail and Word Processing System Copies

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a record-keeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

a. Copies that have no further administrative value after the record-keeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the record-keeping copy.

AUTHORIZED DISPOSITION: Destroy/delete after the record-keeping copy has been produced.

b. Copies used for dissemination, revision, or updating that are maintained in addition to the record-keeping copy.

AUTHORIZED DISPOSITION: Destroy/delete when dissemination, revision, or updating is completed.

The web sites are used primarily to disseminate general information. The information on the sites is maintained in textual record series that serve as the record-keeping copy. The web sites contain no unique records. Only a portion of the textual records viewed on the web sites are scheduled for permanent retention. The textual (paper) versions constitute a complete set of the record rather than solely the most recent version as posted on the web sites.

The value of the web sites lies primarily in offering users convenient, rapid facilitation for searching through information. This increase in speed by which users locate information does not add sufficient value to any of the records in the web site format to the degree that the web sites warrant permanent preservation by NIST. While rapid access to information, this level of speed is not imperative to future researchers (i.e., no permanent information is lost using textual records).

5. Web Site Archives

Paper records that contain all screen printouts of the web site pages at any given point in time. This is the material as actually seen by users as of a specific date.

AUTHORIZED DISPOSITION: Cut off files at end of fiscal year. Destroy/delete 5 years after cutoff.

6. Web Site Change Control Record

Records that contain web site change requests, the source code listing, and all clearances.

AUTHORIZED DISPOSITION: Cut off files at end of fiscal year. Destroy/delete 5 years after cutoff.

7. Web Site Migration Records

Electronic records that contain web site migration documentation, i.e., date and time of migration, list of change items, and steps for conducting the migration from the proof server to the production server.

AUTHORIZED DISPOSITION: Cut off files at end of fiscal year. Destroy/delete 5 years after cutoff.

8. Web Site Feedback and Statistical Reports

Electronic records that contain all documents and feedback from web site users. Also included are reports that contain utilization statistics on the web site.

AUTHORIZED DISPOSITION: Cut off files at end of fiscal year. Destroy/delete 5 years after cutoff.

~~9. Web Site Electronic Files and Codes~~

~~Electronic development and proof files, production files, back-up files, and system archive files that contain data, graphic, pictorial, video, audio, and multimedia documents. Also included are electronic codes (such as Hypertext Markup Language) that delineate the structure, appearance, and executable~~

Withdrawn by
agency
request.
JMB
6/22/01

~~features of documents. These components contain the planned versions of web site content and the actual web site content available to users at any given point in time.~~

AUTHORIZED DISPOSITION: Cut off files at end of fiscal year. Destroy/delete 5 years after cutoff.

10. Web Design Records

Graphic design draft layouts, stock graphic images, correspondence or other records relating to the development of the visual presentation of the web site.

AUTHORIZED DISPOSITION: Cut off files at end of fiscal year. Destroy/delete 5 years after cutoff.