

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NO.

NI-241-90-6

PAGE

2 OF 2

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 GRS OR SUPERSEDED JOB CITATION	10.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)
3.	<p>DELIVERABLES FILE, 1984 - . Arranged chronologically. A record copy of each deliverable received from PRC as part of their contract. Examples of deliverables include manuals, copies of code, special reports, planning documents, and other records exclusive of items purchased from third parties for PTO, (see Item 4).</p> <p>DISPOSITION: PERMANENT. Break file annually. Transfer to the Washington National Records Center when 2 years old. Transfer to the National Archives when 20 years old. Items purchased from third parties may be removed by National Archives staff during processing.</p>		
4.	<p>DELIVERABLES NOT REQUIRED IN THE CONTRACT, 1989 - Arranged chronologically. Consists of reference materials, copies of proprietary software for review, and other items not required by the contract, but provided by the PRC.</p> <p>DISPOSITION: DESTROY when no longer needed.</p>		
5.	<p>PRODUCT DELIVERABLES AND ACCEPTANCE MANAGEMENT SYSTEM (PDAMS), 1989 - . Database system used to track deliverables, incoming correspondence, and outgoing correspondence. System produces a variety of reports including overdue and pending deliverables, past due responses, and projected deliverables.</p> <p>DISPOSITION: Maintain database system until corresponding paper records are transferred to WNRC; then destroy. Provide NARA with final updated printouts sorted by task order, title, and date.</p>		
6.	<p>SOFTWARE DEVELOPMENTS NOTEBOOKS MAINTAINED BY THE APS USER REPRESENTATIVE STAFF. Arranged by project. Notebooks containing flowcharts, user study materials memoranda, reports, and other records used to develop the software to use the APS. Notebooks document the evolution of the software, the input of the APS User staff on the development, and software user training.</p> <p>DISPOSITION: Transfer to WNRC upon completion of software development project. Destroy 10 years after project completion.</p>		

1/8/91
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4-17-91

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