AUG 03 1994

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

LEAVE BLANK (NARA use only)

JOB NUMBER

NI·361·94·4

DATE RECEIVED 8/3/94

1. FROM (Agency or establishment)
Defense Logistics Agency

2. MAJOR SUBDIVISION
DLA Administrative Support Center

3. MINOR SUBDIVISION
Office of Planning & Resource Management

4. NAME OF PERSON WITH WHOM TO CONFER
Allen Easterly

5. TELEPHONE
(703) 274-7734

NOTIFICATION TO AGENCY

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE 9-19-96

ARCHIVIST OF THE UNITED STATES
John W. Carlin

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 _14_ 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   [X] has been requested.

DATE
7/29/94

SIGNATURE OF AGENCY REPRESENTATIVE
JACK S. CARVER

TITLE
Chief, Office Systems Div.
Off. Planning & Res. Mgt.

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See attached. All of the records are new and have no GRS or superseded job citations.		

115-109

NSN 7540-00-634-4064
PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA
36 CFR 1228

SEP 25 1996 mhv Copy to: Agency, NN-E, D.Wire
NNT, NSX

881.01 RD&A Information Support Program/Project Files. Documents related to the formulation, management, administration and execution of individual RD&A Information Support programs/projects such as program plans, studies and analyses, reports, letter guidance and direction, and related documents. (Destroy 2 years after termination of program effort, or when no longer required, whichever is sooner.)

881.02 RD&A Information Support Correspondence Files. Documents providing general direction, staff guidance and reporting in the management and administration of RD&A Information Support matters including interpretations and decisions on applicability, requests for waivers and exceptions, data calls and periodic reporting, and similar documents not covered elsewhere.

    a. HQ DTIC. (Destroy after 2 years.)

    b. Other activities. (Destroy after 1 year.)

881.10 Manpower and Training Research Information System (MATRIS) *GRS 20, ITEM 2*
Input Records. Computer tapes, diskettes and other electronic media, and paper documents containing information received for input to MATRIS. (Destroy 3 months after input verification or when no longer needed, whichever is sooner.)

881.15 Vocabulary. Human Resources Research Indexing Vocabulary (HRRIV), Thesauri, MATRIS and other input guides, performance, standards/workload statements, and similar materials used to provide operational vocabulary support and quality control of the vocabulary component of the MATRIS database. (Destroy when superseded, obsolete, or no longer needed, whichever is sooner.)

881.20 Linkage File. Database Definitions Language (DDL), *GRS 20, ITEM 8*
authority lists and similar materials used to establish and control linkages of Program Element/Project data to Congressional Categories. (Destroy when superseded, obsolete, or no longer needed, whichever is sooner.)

881.25 Retrieval Searches. Output documents, feedback forms, survey questionnaires, and special reports used to provide customized services, process special requests and prepare specialized retrieval searches to furnish management information and technical summary products and services. (Destroy after 3 years or when no longer needed, whichever is sooner.)

881.30 Retrieval Logs. Logs tracking record types and similar *GRS 20, ITEM 1*
information regarding items retrieved and used for internal management tracking purposes and usage statistics. (Destroy when superseded, obsolete, or no longer needed, whichever is sooner.)

881.35 Customer Assistance. Brochures, service definitions, registration packets, Small Business Innovative Research (SBIR) search strategies, SBIR Technical Information Packets (TIPs), SBIR Solicitation booklets, source lists of technical

information, sample reports, and similar materials used to provide information and assistance to the general public, government agencies, and contractors, and to provide services of a regional office including user registration, query responses, referrals, SBIR topical searches, etc. (Destroy when obsolete or no longer needed.)

881.40 MATRIS Applications. Letters, sample data, surveys, questionnaires and similar materials used to confer with users to suggest additional uses and applications of the MATRIS databases. (Destroy after 3 years.)

881.45 Record Design. Database definition language, data definitions, mock-ups of screens, input, output and similar materials used to design and implement new database record types, input and retrieve screens, output products, and restrict access in conformance with customer specifications. (Destroy when superseded, obsolete, or no longer needed.)

881.60 Information Products. Project descriptions, agreements, letters, memorandums, correspondence and other related materials used to tailor recurring information products and interest profiles, create new customized information products, provide library and information services, and perform other functions related to information program support. (Destroy when no longer needed.)

881.70 Study Contracts. Statements of work, funding documents, copies of contracts, obligation documents, written deliverables and other related materials used to contract various studies. Destroy 3 years after contract closure or after audit, whichever is first.)

882.01 User Services Program/Project Files. Documents related to the formulation, management, administration and execution of individual User Services programs/projects such as program plans, studies and analyses, reports, letter guidance and direction, and related documents. (Destroy 2 years after termination of program effort, or when no longer required, whichever is sooner.)

882.02 User Services Correspondence Files. Documents providing general direction, staff guidance and reporting in the management and administration of User Services matters including interpretations and decisions on applicability, requests for waivers and exceptions, data calls and periodic reporting, and similar documents not covered elsewhere.

    a.   HQ DTIC. (Destroy after 2 years.)

    b.   Other activities. (Destroy after 1 year.)

882.05 Marketing Plan. Project statements, status reports, marketing plans, issues papers relating to marketing strategies, related correspondence and materials used to formulate the DTIC

Marketing Plan, including related marketing goals, policies, programs, and strategies. (Destroy when superseded, obsolete, or 2 years after plan completion, whichever is sooner.)

882.07 Marketing Information System. Management reports, customer profiles, functional requirements, system change requests and related correspondence and materials used to develop, manage and use an automated marketing information system. NOTE: This file does not pertain to Master Files for the automated Marketing Information System covered under file number 284.40k. (Destroy after 2 years.)

GRS 23, Item 3

882.09 Information Products and Services. Research and test results, analyses, correspondence, proposed objectives and goals and similar materials related to the management, development, improvement, integration, evaluation, and monitoring of new or improved information products and services used for marketing existing Scientific and Technical Information (STI) products and services. (Destroy after 5 years.)

882.11 DoD Scientific and Technical Information Program (STIP). User awareness tools, surveys, community interactions, evaluations, and related correspondence used to determine user awareness of, and DTIC's role in, the DoD STIP; develop study concepts and conduct research of the STI community. (Destroy after 3 years.)

882.13 User Community Marketing. Letters, evaluations, briefing sheets, correspondence and similar materials used to develop, implement and manage a program to identify and reach potential DTIC user communities. (Destroy when superseded, obsolete, or no longer needed, whichever is later.)

882.17 Professional Contacts. Literature from special interest groups, letters, evaluations, briefing sheets, correspondence and similar materials used to develop and foster contacts with USD(A), the Military Services, contractors, academicians, and professional societies. (Destroy when superseded, obsolete, or no longer needed, whichever is later.)

882.19 Promotional Materials. Notices, published articles, brochures, correspondence and other promotional materials related to the development, writing, editing and publication of promotional materials. Excludes publication master record sets required and filed under 510.42. (Destroy after 5 years.)

882.21 Registration Services. Address card file, registrations for Scientific and Technical Information Services, Facility Clearance Registers, and similar registration records related to the Defense Gateway Information System (DGIS), SearchMAESTRO, Defense Research & Development On-Line Services (DROLS), CD ROM and similar systems used to provide centralized registration services for DTIC. (Destroy after 3 years.)

GRS 23, Item 3

882.23 Document Release Control. Requests for limited documents, release records, report orders, disapprovals and similar materials used to control release of limited documents in the technical report collection, identify controlling organizations, and maintain an historical accountability of limited document actions.

    a. Releases to Foreign Embassies. (Destroy after 10 years.)

    b. Other Releases. (Destroy after 3 years.)

882.25 Dissemination Authority List (DAL). Copies of the DAL, central registration file printouts, and similar items used to maintain a central registry of DoD scientific and technical information users. (Destroy when superseded.)

882.27 Military Agreements. Military Critical Technical Data Agreement forms, related registration forms and similar materials. (Destroy when superseded, obsolete, or longer needed, whichever is sooner.)

882.29 Password Files. Password cards for DROLS and similar records used to control and identify active system passwords. (Destroy when superseded or no longer needed, whichever is sooner.)

882.40 Networking. Drafts and backup materials for handbooks, class workbooks, retrieval guides; articles for quarterly digests and similar materials used to develop and disseminate information describing networking services and requirements for access to online network systems. (Destroy when superseded, obsolete or no longer needed.)

882.42 Training Programs. Lists of attendees, scheduling correspondence, certificates, class appraisals/evaluations, proof of attendance, training records, diplomas and similar materials used to develop, implement, manage and provide training programs to support network services for retrieval and input; to conduct onsite training classes and provide post-training support to network users. (Destroy after 10 years.)

882.44 Scientific and Technical Information (STINFO) Training. Training manuals, documentation guides, confirmation letter, facsimile records and similar materials used to develop, implement, manage, and provide training to Service focal points in support of the Scientific and Technical Information Program (STIP). (Destroy when superseded, obsolete, or no longer needed for reference.)

882.46 Training Aids. Course handbooks, manuals, retrieval guides, workbooks, computer aided instruction diskettes, quick reference guides and related materials used to plan, design, and prepare training aids and technical operator manuals for DTIC customers. (Destroy/erase when superseded, obsolete, or no

later.)

882.73 Product Requests. Requests for database products, correspondence, facsimile records, documents requests and similar materials used to request products and services.

    a. Relating to Work Unit Information System (WUIS) requests. Destroy after 2 years.)

    b. Relating to Technical Report (TR) and other requests. (Destroy after 1 year.)

    c. Relating to Independent Research and Development (IR&D). (Destroy after 2 years.)

882.76 Production File. Statistical reports used to track and quantify services provided. (Destroy after 6 months.)

882.79 Document Orders. Various document order records, internal document request forms, and similar materials used to process requests for document services. (Destroy after 3 months.)

882.82 Database Manuals. Copies of database output manuals and Information Analysis Center (IAC) term frequency counts and similar materials. (Destroy when superseded or no longer needed for reference, whichever is sooner.)

882.85 Bibliographic Products. Task order contracts, customer profiles, fact sheets, accessioned document ranges, print requests, and similar materials used to develop effective dissemination of bibliographic products via nonprint applications such as magnetic tape, CD ROM, facsimile, and floppy disk. (Destroy after 3 years.)

882.88 Rejected Requests. Automated Document Distribution (ADD) distribution lists, management reports, billing reports, card images, and similar materials used to investigate and take corrective action for computer rejected requests for technical reports. (Destroy after 1 year.)

882.91 Inquiries and Complaints. Deposit account statements, order records, drop printouts, shipment reports, credit requests, software orders, card stock, priority order sheets, and similar materials used to answer and resolve user inquiries and complaints regarding customer orders.

    a. Card stock and priority order sheets. (Destroy after 1 year.)

    b. All other materials. (Destroy after 6 months.)

883.02 Information Science and Technology Correspondence Files. Documents providing general direction, staff guidance and reporting in the management and administration of Information

longer needed.

882.48 Regional Service Facilities. Region history records
consisting of facility blueprints/floor plans, equipment
inventories, briefing sheets, operating procedures, copies of
support agreements and purchase requests, correspondence,
memorandums and related materials used to manage and administer
regional service facilities. (Destroy 50 years after close of
facility.)

882.50 Beta Testing. Trouble reports, test plans, matrices of
operational procedures, interoffice correspondence, and other
related materials used to participate in or originate beta test
efforts, and to customer engineer/modify products and/or
services. (Destroy when no longer needed for future research.)

~~882.55~~ Small Business Innovation Research (SBIR) File.
~~Continually updated~~ automated mailing address entries used to
prepare and provide ~~consolidated~~ printed mailing lists for DoD.
Backup material to data entry ~~consists of~~ user requests, copies
of solicitations and similar materials. ~~(Delete entries/destroy~~
backup material for entries that have not been ~~updated after 1~~
year.)   *GRS 23, ITEM 3*

882.57 On-line System Data. Input records contained on the
Customer Assistance and Referral System and the DTIC Trouble
Reporting System used to provide technical consultation to the
DoD community and to oversee the customer service help desk and
walk-in service.

   ~~a. On-line data: (Delete individual line records after 1~~
~~year.)~~   *GRS 23, ITEM 3*

   b. Input forms. (Destroy after 6 months.)

882.60 User Conferences/Exhibits. Memorandums, correspondence,
schedules, print requests, purchase orders, copies of contracts,
lists of participants and similar materials used to plan,
organize, coordinate and conduct user conferences and exhibits.
and follow-up activities.

   ~~a. Database lists of participants. (Purge after 5 years.)~~ *GRS 23, ITEM 3*

   b. Historical agendas. (Destroy after 20 years.)

   c. Other records. (Destroy after 5 years or when no longer
needed, whichever is sooner.)

882.70 Conversation Records. Notes and papers written to record
the context of conversations between DTIC employees, customers
and others, and used to document requests and agreements relating
to database search, retrieval and provision of bibliographic
services and other DTIC products and services. (Destroy after 3
months or when no longer needed for reference, whichever is

Science and Technology matters including interpretations and decisions on applicability, requests for waivers and exceptions, data calls and periodic reporting, and similar documents not covered elsewhere.

    a. HQ DTIC. (Destroy after 2 years.)

    b. Other activities. (Destroy after 1 year.)

883.05 Project File. Planning documents, technical reports, user needs analysis, surveys, decision papers, copies of procurement documents, specifications, trip reports, correspondence and similar materials used to formulate research and develop objectives, plans, programs and systems requirements for DoD scientific and technical information needs; perform research, prototyping and assessment toward improving effectiveness of DoD technical information transfer technology.

    a. Related to limited or classified documents. (Destroy when related Defense Research, Development, Test & Evaluation Online System (DROLS) entry is deleted.)

    b. Related to unlimited and other documents. (Destroy 5 years after project completion.)

884.01 Operations Program/Project Files. Documents related to the formulation, management, administration and execution of individual Operations programs/projects such as program plans, studies and analyses, reports, letter guidance and direction, and related documents. (Destroy 5 years after termination of program effort, or when no longer required, whichever is sooner.)

884.02 Operations Correspondence Files. Documents providing general direction, staff guidance and reporting in the management and administration of Operations matters including interpretations and decisions on applicability, requests for waivers and exceptions, data calls and periodic reporting, and similar documents not covered elsewhere.

    a. HQ DTIC. (Destroy after 2 years.)

    b. Other activities. (Destroy after 1 year.)

884.10 Commerce, Energy, NASA, National Library of Medicine, and DoD Information Group (CENDI) Cataloging Guidelines. Cataloging guidelines, working papers, correspondence and related materials used to provide a focus for data administration and standards activities; maintain active liaison and coordination within DoD and among Federal agencies on standards/guidelines related to descriptive cataloging, authorities, and bibliographic data sharing. (Destroy after 2 revisions or 20 years, whichever is sooner.)

884.12 Source Data. Cataloging input sheets and other input

source documents containing cataloging, bibliographic, and similar information for input into the Defense RDT&E Online System (DROLS), the Corporate Source Authority File, and other online data systems. (Destroy after 1 year.)

884.14 Security Compliance. Correspondence and similar materials relating to changes in regulations used to review documents for compliance with security format requirements. (Destroy after 3 years, or when no longer needed, whichever is sooner.)

884.16 Withdrawals. Requests and inquiry documents and data used to process withdrawals of documents from the collection. (Destroy after 10 years.)   *G-RS 23, ITEM 3*

884.18 Change Requests. Requests for changes in microfiche used to process errata to documents in the collection. (Destroy after 2 years.)

884.20 Quality Control. Daily and biweekly printouts, copies of computer tapes, and similar materials used to perform quality control and sensitivity reviews of technical reports for database entries, and prepare corrections. Includes National Technical Information Service (NTIS) announcements of DoD documents. (Destroy after 3 cycles.)   *G-RS 20, ITEM 1*

884.22 File Verifications. Printouts, correspondence, and forms used to establish and coordinate file verification actions.

   a. Authority for changes/establishment. (Destroy after 3 years.)

   b. File corrections. (Destroy after 3 cycles.)

884.24 Document Status. Notices of changes, master microfiche, and similar items used to initiate, monitor, prepare notices of, and perform changes in, document availability status and classification. (Destroy after 5 years.)

884.26 Public Release Inquiries. NTIS provided computer tapes and printouts, public release document notices, ticklers, lists of accession document numbers, and similar materials used to serve as focal point with NTIS on public release inquiries and transfer of data. (Destroy after 4 years.)   *G-RS 23, ITEM 3*

884.28 Program Management Correspondence. Correspondence other than that described in 844.02 directly related to the quality, accuracy, currency, effectiveness, and input of data to online systems. Includes correspondence and similar materials associated with the monitoring, accession, coordinating, review, and editing of data; determining sources and availability of data; and developing acquisition contacts. (Destroy after 2 years or when no longer needed, whichever is sooner.)

884.30 Database Input. Magnetic tapes, floppy disks, and similar   *G-RS 20, ITEM 2*

~~materials~~ received containing data to be input to online   *GRS 20,*
databases. (~~Destroy/erase after data has~~ been entered and   *ITEm 2*
verified.)

~~884.32~~ Acquisition File. Bibliographies, computer lists,   *GRS*
database ~~charts, mail-in~~ document requests, telephone request   *23,*
records, correspondence and ~~similar documents~~ used to acquire   *ITEm 3*
documents of value to DoD. (Destroy after ~~2 years.~~)

884.34 Security File. NATO document receipts, security review,
changes, corrections and related correspondence. (Destroy after
2 years.)

884.36 Guides. Published Abstracting and Indexing Guidelines,
Subject Categorization Guides and related backup materials used
to analyze, prepare, or revise abstracts and annotations of
technical documents or review and assign scientific and technical
subject area codes for retrieval categorization and need-to-know
determinations. (Destroy when superseded.)

884.38 Thesauri. Published DTIC Thesaurus and related backup
materials used to assign controlled, open-ended and identifier-
type index terms. Also includes ANSI standards and thesauri from
DoD and other Government agencies used to test and evaluate new
vocabulary building, maintenance, and display techniques and
their interrelationships with DTIC's indexing and retrieval
process. (Destroy when superseded.)

884.40 Technology Screening. Correspondence with contributors,
technology screening information, military critical technologies
lists, and similar materials used to perform technology screening
of unclassified/unlimited documents. (Destroy after 4 years, or
when no longer needed for reference, whichever is sooner.)

884.42 Technical Vocabulary. Notebooks containing candidate
terminology, statistical sheets and forms, print requests, and
related materials used to provide operational vocabulary support,
quality control, and authority for the technical terminology
component of DTIC databases. (Destroy after 2 years.)

884.44 Product Quality. Charts, statistical memorandums and
summaries, correspondence, quality level of reports forms, sender
information, disclaimer notices and similar materials used to
establish acceptable reproducibility quality levels and provide
guidance and oversight for reproduction and storage of products.
(Destroy after 2 years.)

884.46 Quality Surveillance. Division policies, manual and
regulation inputs, and similar internal guidance not appropriate
for filing in 884.01 or 844.02 and used to exercise quality
surveillance. (Destroy when superseded, obsolete or no longer
needed, whichever is sooner.)

884.48 Procurement Requirements. Forms, copies of established

contracts, and related correspondence used to initiate procurement of micrographic and nonprint equipment, supplies and other contracted services.

    a.   Relating to supplies.   (Destroy after 2 years.)

    b.   Relating to equipment.   (Destroy after 4 years.)

884.50 Testing.   Samples of tested products, statistical data of tested items, documentation on test results and recommendations, plotting forms, resolution charts and similar materials used to test and evaluate experimental, prototype, and standard production equipment and materials; develop new techniques; modify and maintain efficient functioning equipment; and maintain liaison with manufacturers on state-of-the-art micrographic and nonprint systems.   (Destroy after 4 years.)   *GRS 20, ITEM 1*

884.52 Source Document Receipts.   NATO document receipts and similar items received on source documents received for photographing.   (Destroy after 10 years.)

884.54 Filming List.   Camera operators filming lists used in the photographing of source documents in microfiche format.   (Destroy after one photographing cycle.)

884.56 Film Quality Logs.   Logbooks containing processing conditions and resolutions used when processing silver film production through source document photographing to insure quality of film.   (Destroy after 3 years.)

884.58 Reproduction Profiles.   Profile sheets identifying outgoing products and recipients used to record reproduction of diazo microfiche copies of reports for the Automatic Document Distribution (ADD) Program.   (Destroy after 2 years.)

884.60 Machine Reports.   Documentation and reports on the use and maintenance of all microfiche reproduction equipment.   (Destroy after 2 years.)

884.62 Microfiche Shipments.   Notices of shipment, memorandums, and similar correspondence used in the preparation of microfiche reports for shipment.   (Destroy after 1 year.)

884.64 Microfiche Library Maintenance.   Copies of microfiched documents, original storage documents, new system documents, storage document chargeout forms, classified document destruction certificates and similar materials used to maintain a microfiche library of technical reports.

  a.   Records relating to classified, NATO or rework documents. (Destroy after 2 years.)

  b.   Records relating to unclassified and other documents. (Destroy after 6 months.)

884.66 Microform Document Processing. Lists of documents
processed for errata, cancellations, forms changing document
status, lists and logs of outgoing classified products,
cancellation cards, security classification changes, camera
operators filming lists and related materials.

   a. Relating to classified materials. (Destroy after 2 years.)

   b. Relating to unclassified materials. (Destroy after 1
year.)

884.68 Microfiche Reproduction. Requests for reproduction,
related trouble reports, microfiche logbooks, hard copy logbooks,
video logbooks, special and priority logbooks, and forms related
to documents released to NTIS and the Library of Congress used in
the preparation of microfiche technical reports and reproductions
of microfiche, video tapes, and other products in the working
master file. (Destroy after 1 year.)

884.70 Microfiche Jacket Labels. Printed labels placed on
microfiche jackets containing reproduction information and used
to identify jacket contents. (Destroy when related microfiche is
destroyed.)

884.72 Inventory Listings.

   a. Inventory books of all master documents on-hand. (Destroy
when superseded.)

   b. Bi-monthly listings of microfiche reproductions. (Destroy
after 1 year.)

  ~~c.~~ Online inventory listings and lists of documents and bulk   *G-R-S*
items in mini-~~storage~~. (Delete individual entries when related   *23,*
item is cancelled or when ~~item is removed~~ from mini-storage, as *ITEM 3*
appropriate.)

~~884.74 Master~~ Files. Silver master microfiche, master tapes and *WITHDRAW*
videos used to create ~~reproductions.~~ ~~(Destroy when cancelled.)~~ *per*
DLA
884.76 Technical Reports. Film processing records and reports of *R-0*
documents used to reproduce paper copy technical reports to fill *JR L/20/16*
document requests. (Destroy after 6 months).

884.78 DoD Gateway Information System (DGIS) File. Copies of
contracts; internal notes, memorandums, and policy statements;
analyses; reports; communications; customer requests;
documentation of deliverables, problems and issues, meeting
minutes and similar materials used to chair meetings, coordinate
activities, serve as focal point, keep abreast of changes in
systems, develop requirements for usage authorization and cost
control systems, and select new databases for addition to DGIS.

   a. Original information. (Destroy 3 years after DGIS is no

longer operational or when no longer needed, whichever is sooner.

   b.   Other information.   Destroy after 1 year.

884.80 External Database Use.   Logs and related materials used to monitor use of external databases and reports.   (Destroy 1 year after completion of log generation.)

884.82 User Needs.   Surveys and related materials used to identify existing and emerging user information needs and develop functional requirements.   (Destroy after 3 years.)

884.84 Testing.   Test evaluation forms and backup materials used to maintain a regular schedule of testing the functionality of database resources.   (Destroy 1 year after test.)

884.86 Networking.   Conference proceedings, directories, handouts, correspondence, communications, reports and similar papers and materials used to maintain awareness of the state-of-the-art in national and international networking services, technical libraries, and information centers; encourage networking; and serve as advocate for use of networking resources.   (Destroy after 3 years, when supersede, obsolete, or no longer needed, whichever is sooner.)

884.88 Systems Compatibility.   Notes, handouts, documents created by DTIC, information received from vendors, and similar materials used to keep abreast of changes in DTIC products and services and maintain awareness of the status of automated information resources for the purpose of maintaining systems compatibility. (Destroy 1 year after system compatibility is insured.)

884.90 User Access.   Directories, connectivity to source information and similar materials used to facilitate user access to remote information sources and to maintain and publish database content, directories, and guides to STI.   (Destroy when superseded, obsolete, or no longer needed, whichever is later.)

884.92 Vendor Information.   Government and non-government generated information industry journals and publications, and information from information industries used for DGIS and STINET activities software changes and enhancements, and information dissemination.   (Destroy when superseded or obsolete.)

~284.40k(1) DTIC Marketing Information System.   This system is a merger of other existing databases.   It provides centralized access to information on DTIC customers/potential customers.   It contains information related to customers, marketing efforts, communications, and tracks brochures, catalogs, inquiries and related items. (Erase after 3 update cycles, or when no longer required for system operation, whichever is sooner.)

284.40k(2) DTIC User Registration System.   This automated system registers users of DTIC provided services and contains

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ITEM 3

information relating to contracts with users, addresses, user codes, account numbers, products and services provided and similar information. The information is used by all major production systems to validate the user's eligibility to obtain products from DTIC above unclassified/unlimited information. (Erase after 3 update cycles, or when no longer required for system operation, whichever is sooner.)

284.40k(3) Defense Research, Development, Test & Evaluation Online System (DROLS). This system provides centralized access to DTIC's three major databases and is used for retrieval of technical information. The system tracks work units required for research, contains reports of ongoing research, information regarding various research documents, citations of documents and similar information used for retrieving and ordering research documents. (Erase after 3 update cycles, or when no longer required for system operation, whichever is sooner.)

see addendum at end of schedule

284.40k(4) TRACKNET. An internal document processing tracking system which consists of various logs recording information related to each step in the cataloging process of Technical Report documents. (Erase after 3 update cycles, or when no longer required for system operation, whichever is sooner.)

GRS 23, ITEM 8

284.40k(5) Acquisition File Database. Automates information used to track and monitor the acquisition of documents for the DTIC collection. It provides information on sources, points of contact, document arrival dates and similar topics. (Erase after 3 update cycles, or when no longer required for system operation, whichever is sooner.)

GRS 23, ITEM 8

284.40k(6) Corporate Source Authority File. Automates a list of organizations making contributions to DTIC systems. This system is used in cataloging and inputting report citations to the DTIC databases and providing reports. (Erase after 3 update cycles, or when no longer required for system operation, whichever is sooner.)

GRS 23, ITEM 3

284.40k(7) Recognition and Lexical Dictionaries. These dictionaries are tools used by machine aided indexing software programs to select phrases and matching terms related to documents/citations. They are used as an aid in determining which subject terms should be assigned to documents/reports for retrieval. (Erase after 3 update cycles, or when no longer required for system operation, whichever is sooner.)

GRS 20, ITEM 10

284.40k(8) Manpower and Training Research Information System (MATRIS). This automated online system provides a centralized source of unclassified information on planned, ongoing and recently completed research within manpower, personnel, training simulation, safety technology and similar topics. The system contains summaries, reports, budget documents and similar information on these topics. (Erase after 3 update cycles, or when no longer required for system operation, whichever is

GRS 23, ITEM 3

sooner).

ADDENDUM

284.40k(3.1)   Defense Research, Development, Test and Evaluation On-line system (DROLS) Technical Reports Database. This system provides centralized access to DTIC's three major databases and is used for retrieval of technical information. The system tracks work units required for research, contains reports of ongoing research, information regarding various research documents, citations of documents and similar information used for retrieving and ordering research documents. (Permanent. Transfer to the National Archives in accordance with 36 CFR 1228.188 when no longer required for system operation).

284.40k(3.2) DROLS Research and Technology Work Unit Information System (WUIS). (Erase after 3 update cycles, or when no longer required for system operation, whichever is sooner).

284.40k(3.3)   Independent Research and Development Database (IR & D). (Erase after 3 update cycles, or when no longer required for system operation, whichever is sooner).