

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>N1-371-03-1</i>	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION (NWML) 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		Date received <i>9-4-2003</i>	
1. FROM (Agency or establishment) Department of Defense		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Defense Information Systems Agency (DISA)		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 D2-C4 & Intelligence Program Integration Directorate			
4. NAME OF PERSON WITH WHOM TO CONFER Sharon L. Blackwell APPS-Applications Engineering Div.	5. TELEPHONE NUMBER (703) 882-1697	DATE <i>3/5/04</i>	for ARCHIVIST OF THE UNITED STATES, <i>Susan R. Cummings</i> <i>Acting NWM</i>
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 <u>-1-</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 <i>2003 08 26</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>David K. Bosworth</i> David K. Bosworth,		TITLE CIO/IRM (703) 681-2066 Records Administrator
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	Department of Defense Public Key Infrastructure Subscriber and Registration Official Certificates Completed DD Form 2841 and DD Form 2842, documenting subscriptions to the Department of Defense (DoD) Public Key Infrastructure (PKI) and related registration actions. Included are subscriber/registrant name, identification type and number, work location and electronic mail address, and subscriber's original signature and similar information of the witnessing registration official. (See attached for schedule.) <i>cc Agency, NR, NWMW</i>	Job Number: N1-371-02-01	

Disposition:

1. Electronic copy (digital or scanned paper copy).

TEMPORARY. Delete records when 12 years old.

2. Paper (hard) copy of DD Forms 2841 and 2842.

TEMPORARY. Destroy hard copy forms after they have been scanned and the electronic copy has been verified as having sufficient record and evidentiary value to fully take the place of the hard copies.

~~3. 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 recordkeeping 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 recordkeeping 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 recordkeeping copy.~~

~~TEMPORARY. Destroy/delete within 180 days after the recordkeeping copy has been produced.~~

*NI-371-02-1
Previously Approved
[Signature]*

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

~~TEMPORARY. Destroy/delete when dissemination, revision, or updating is completed.~~