Request for Records Disposition Authority

(See Instructions on reverse)

To National Archives and Records Administration (NIR)
Washington, DC 20408

1 From (Agency or establishment) **Department of Defense**	
2 Major Subdivision **Defense Finance and Accounting Service**	
3 Minor Subdivision **Entire Agency**	
4 Name of Person with whom to confer **Leona Jacob**	5 Telephone (include area code) **317-510-5041**

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 ___*2*___ 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

[X] is not required   [ ] is attached   [ ] has been requested

Signature of Agency Representative	Title	Date (mm/dd/yyyy)
Leona Jacob	**DFAS Records Program Manager**	**09/15/2008**

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
1.	Defense Finance and Accounting Service 5015.2-M, Schedule 7907, Living Disaster Recovery Plan System (LDRPS). This schedule governs disposition of records maintained in LDRPS, the automated tool used as a respository for contingency and business continuity plans and related information. The system contains information needed to respond to and recover from a disaster. See attached schedule.		

SCHEDULE 7907
Living Disaster Recovery Plan System (LDRPS)

7907 This schedule governs disposition of records maintained in the Living Disaster Recovery Plan System (LDRPS), the automated tool used as a repository for contingency and business continuity plans and related information. LDRPS is a COTS product and the information is stored on an Oracle database server at DFAS Indianapolis The system contains information needed to respond to and recover from a disaster. Plans consist of text files for "static" information (information that does not change often) and a database to contain "dynamic" information The "dynamic" information is updated frequently and obsolete information is overwritten or deleted during the update The "dynamic" information is extracted from the database using standard or custom reports

SCHEDULE 7907

LIVING DISASTER RECOVERY PLAN SYSTEM (LDRPS)

R U L E	A RECORD SERIES	B DESCRIPTION	C MAINTAINED IN	D CUTOFF/DISPOSITION/ AUTHORITY
1	System Inputs	Information is input manually via the LDRPS input screens or imported into dictionaries via source data files (EXCEL Spreadsheet)	LDRPS Electronic System stored on an Oracle database server at DFAS Indianapolis	Cut off upon verification of input or when no longer needed to support the reconstruction of, or serve as back up to the database, whichever is later Destroy/delete at cutoff AUTH (GRS 20, Item 2b) (7907/R1)
2	System Content	Data including, but not limited to, listings of employee records for all DFAS employees and contractors, customers and service provider contact data, teams, tasks, reporting structure, processes, automated equipment, software, supplies, assets, vital records, locations, and documents LDRPS documents consist of detailed business continuity plans in MS Word format, standard operating procedures, DFAS Corporate Emergency Management and Relocation plans, and other critical documentation to aid in the recovery of DFAS business operations		Cut off when updated, superseded, obsolete, or no longer needed Destroy/delete at cutoff AUTH (7907/R2)
3	System Outputs	Export of employee data files for the DFAS 3N Alert Notification System, reports, or other outputs in any and all media		Cut off when no longer needed for administrative, legal, audit, or other operational purposes Destroy/delete at cutoff AUTH (GRS 20, Items 4, 5, 6, and 7) (7907/R3)

I.

SCHEDULE 7907

LIVING DISASTER RECOVERY PLAN SYSTEM (LDRPS)

	A RECORD SERIES	B DESCRIPTION	C MAINTAINED IN	D CUTOFF/DISPOSITION/ AUTHORITY
R U L E 4	System Documentation	Data systems specifications, file specifications, record layouts, and records relating to system security	Installation CD – Maintained by Strohl System	Cut off when superseded or obsolete, upon authorized destruction of the database, or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is latest Destroy/delete at cutoff
		User guides, output specifications (reports)	Maintained by Northrop Grumman in LDRPS	AUTH (GRS 20, Item 11a1) (7907/R4)
5.	Security Backup Files	Electronic copy of the data contained in the system	Nightly back up of Oracle database – maintained by TSO DBA at Indianapolis	Cut off when replaced by a subsequent security backup file Destroy/Delete at cutoff AUTH (GRS 20, 8b) (7907/R5)
			Biweekly downsize of the database – migrates the data to an encrypted MS Access backup data file, distributed to the contingency planners at each DFAS site	