

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-565-08-10</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>4/24/08</i>	
1 FROM (Agency or establishment) Department of Defense		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION Missile Defense Agency			
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Mr Petar Sredojevic	5 TELEPHONE NUMBER <i>(719)721-8724</i>	DATE <i>4/28/11</i>	ARCHIVIST OF THE UNITED STATES WITHDRAWN
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 (See attached) 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 type="checkbox"/> is not required <input checked="" type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE <i>3/18/08</i>	SIGNATURE OF AGENCY REPRESENTATIVE 		TITLE Deputy Information Management, Chief Information Office
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Missile Defense Agency records series (see attached)		WITHDRAWN <i>4/28/11</i>

Category: 300
Category Title: MANAGEMENT
Category Description:

Category Number: 302
Category Title: ORGANIZATION MANAGEMENT FILES
Description: These files document the official establishment of disestablishment of MDA organizations and functional alignments. Included are descriptions of organizational missions, functions, title, charts, codes, staff studies, and official Agency organization manuals and supplements.

File: 302-01
Title: Official MDA Organization Files
Descriptions: Official organization charts, narrative histories, and related records which document the organization and functions of the MDA The Record Copy

A Office of Primary Responsibility

Disposition: Permanent. Transfer to WNRC/FRC when 3 years old Transfer to NARA when no longer needed for operations

Authority:

B All other

Disposition: Temporary. Destroy when 10 years old or when superseded or obsolete, whichever is sooner

Authority:

Privacy Act:

WITHDRAWN

Category: 304**Category Title: COMMITTEE MANAGEMENT FILES.**

Description: These files relate to the operation of committees and the application of controls over their establishment, use and dissolution. The term "committee" applies to any committee, council, board, panel, commission, conference, task force, and any other group having a collective responsibility which is formally established; included are continuing committees or ad hoc committees which function in accordance with committee management procedures as described in MDA regulation ???.

File: 304-01**Title: Committee Management Files**

Description Documentation of committee establishment and regulation in MDA. Includes proposals, approvals, and disapprovals to establish committees, charters, terms of reference, and comments on them, directives establishing, changing, continuing, or dissolving committees, documents approving appointing, and relieving committee members, briefing materials and committee registers

A Records relating to establishment, organization, membership and policy

(1) Interagency, advisory or international committees

Disposition: Permanent. Close annually. Cut off at end of fiscal year. Transfer to NARA Holding Area 2 years after closing

Authority:

(2) Internal committees

Disposition: Permanent. Close annually. Cut off at end of fiscal year. Transfer to NARA Holding Area 2 years after closing

Authority:**Privacy Act:****File: 304-02****Title: Records created by committees****Description:**

A Agenda, minutes, final reports, and related records documenting the accomplishments of official boards and committees

(1) Records of the sponsor or Secretariat

Disposition: Permanent. Place non-current material in inactive file. Transfer to WNRC/FRC 1 year after inactivation. Transfer to NARA when no longer needed for operations

Authority:

(2) All other copies

Disposition: Temporary. Destroy when 3 years old or when no longer needed for reference

Authority: (GRS-16-8b(2))

WITHDRAWN

(3) All other committee records

Disposition: Temporary. Destroy when 3 years old or when no longer needed for reference

Authority: ((GRS-16-12b(2)))

Privacy Act:

WITHDRAWN

Category Number: 306**Category Title: MANPOWER MANAGEMENT FILES**

Description: These files result from the development and execution of Agency manpower management programs. Included are records which reflect manpower allocations, utilizations and studies resulting from occupational and personnel research to assure proper utilization and placement of personnel.

File: 306 -01**Title: Manpower Procedures and Instruction Files**

Description Document governing the development of plans and procedures from management of Agency manpower, resources, including criteria and guidelines for forecasting, allocating, appraising, and reporting on manpower utilization

A Office of Primary Responsibility

Disposition: Temporary. Destroy when 5 years old or sooner if of no further reference value

Authority:

B All others

Disposition: Temporary. Destroy when superseded

Authority: (GRS-1-3b)

Privacy Act:

File: 306 -02**Title: Manpower Resources Authorization Documents (RADS)**

Description Authorizations of civilian and military personnel to specific internal MDA organizations (Formerly "Manpower Voucher Files")

Disposition: Temporary. Destroy when 5 years old or sooner if of no further reference value

Authority: (GRS-1-3b)

Privacy Act:

File: 306 -03**Title: Manpower Standards and Measurement Files**

Description Projects or studies resulting from surveys or other manpower evaluation efforts which show manpower requirements and utilization in MDA. May include personnel inventories, reports, justifications, and comparisons of MDA manning requirements with other Federal Agencies

A Final Reports

Disposition: Permanent Transfer inactive files to WNRC/FRC. Transfer to NARA when no longer needed for operations

Authority:

B Supporting Documentation

Disposition: Temporary. Destroy when 5 years old

Authority: (GRS-1-3b)

Privacy Act:

WITHDRAWN

File: 306 -04**Title: Manpower Overtime Usage Report**

Description Files reflecting the hourly increments of overtime used by the Agency on a quarterly-cumulative basis

Disposition: Temporary. Destroy when 5 years old or sooner if of no further reference value

Authority: (GRS-1-3b)

Privacy Act:

File: 306 -05**Title: Manpower Identification by Category**

Description Files reflecting the assigned Agency work force by category, i.e. regular, part-time, intermittent, LWOP, COOPS, Youth Opportunity Program, and summer employment

A Office of Primary Responsibility

Disposition: Temporary. Destroy when 5 years old or sooner if of no further reference value

Authority: (GRS-1-3b)

B All others

Disposition: Temporary. Destroy when superseded

Authority:

Privacy Act:

File: 306 -06**Title: Manpower Accounting System Reports**

Description: Files in man-month equivalents showing the hours worked by civilian and military employees against a given objective with an organization

Disposition: Temporary. Destroy when 5 years old or sooner if of no further reference value

Authority: (GRS-1-3b)

Privacy Act:

File: 306 -07**Title: Resources Management Letters (RMLs)**

Description This file contains data on resource management policy based on statutes and Agency guidelines

Disposition: Permanent. Transfer inactive files to WNRC/FRC Transfer to NARA when no longer needed for operations

Authority:

Privacy Act:

File: 306 -08**Title: Test and Evaluation (T&E) File**

Description This file contains System Acquisition Plans and Test and Evaluation Master Plans on SIGINT Systems being fielded, as well as written evaluations of those documents

Disposition: Temporary. Delete or destroy one year after system becomes operational

Authority:

WITHDRAWN

Privacy Act:

File: 306 -09

Title: TD HIST Data Base

Description This file contains the Table of Distribution at the end of each fiscal year for the past nine years

Disposition: Permanent. Transfer inactive files to WNRC/FRC Transfer to NARA when no longer needed for operations

Authority:

Privacy Act:

WITHDRAWN

Category Number: 308

Category Title: MANAGEMENT IMPROVEMENT/ECONOMIC ANALYSIS FILES

Description: These files accumulate from analyzing Agency procedures to evaluate effectiveness of resources utilization, and install better, more economical, or more efficient methods to accomplish objectives.

File: 308-01

Title: Management Improvement Project Files

Description: Formal surveys or studies of Agency procedures, work methods, or problems. These document the request and authorization for survey, findings, conclusions, recommendations, and final survey report.

A Office of Primary Responsibility

Disposition: Permanent. Place in inactive file after completion. Transfer to WNRC/FRC 2 years after closing. Transfer to NARA when no longer needed for operations.

Authority:

B All others

Disposition: Temporary. Destroy when of no further reference value.

Authority:

Privacy Act:

File: 308-02

Title: Management Improvement Projects Background Files

Description: Correspondence and documents used as background material in developing and completing management improvement projects. These include analyses, notes, drafts, interim reports, and other data used but not included in the official project files.

Disposition: Permanent. Destroy 6 months after final action on project report or 3 years after completion of report if no final action is taken.

Authority:

Privacy Act:

File: 308-03

Title: Cost Reduction and Production Improvement Reports

Description: Program evaluations, quarterly and annual improvement reports and highlights, cost reduction reports, and related papers documenting Agency implementation of Federal and DOD cost reduction and production improvement programs.

A Office of Primary Responsibility

Disposition: Temporary. Place in an inactive file when non-current. Transfer to WNRC/FRC 1 year after closing. Destroy when 20 years old.

Authority:

B All others

Disposition: Temporary. Destroy when of no further reference value.

WITHDRAWN

Authority:
Privacy Act:

File: 308-04

Title: Management Statistics Files

Description Reports, tabulations, charts, and other papers on cost research, related or received from other sources, and used as medium for measuring results of administrative and operational activities

Disposition: Temporary. Close annually Cut off at end of fiscal year Transfer to WNRC/FRC 1 year after closing Destroy when 5 years old

Authority:
Privacy Act:

File: 308-05

Title: Work Simplification Proposal Files

Description Records related to the analysis of specific work procedures to simplify and improve them Documents include proposals for improvement, flow process charts, work counts, motion economy studies, action taken on proposals, and other related papers

Disposition: Temporary. Destroy when 20 years old

Authority:
Privacy Act:

File: 308-06

Title: Systems Analysis and Economic Studies Files

Description: Project-oriented files concerning systems, economic, and management analysis studies, including the design and evaluation of systems for the management of MDA and military department resources, economic analysis of resource proposals, and studies of resources management problems

A Office of Primary Responsibility

Disposition: Temporary. Place in an inactive file 2 years after completion Transfer to WNRC/FRC 2 years after closing Destroy after 20 years old

Authority:

B All others

Disposition: Temporary. Destroy when 5 years old or sooner if o no further reference value

Authority:
Privacy Act:

File: 308-07

Title: Systems Analysis and Economic Studies Background Files

Description Correspondence and documents used as background material in developing and completing systems analysis and economic studies These include analyses, notes, drafts, interim reports, and other data used but not included in the official project files

Disposition: Temporary. Destroy 5 years after completion of project or on its discontinuance, whichever is sooner

WITHDRAWN

Records Disposition Schedules

MDA 8180.01-M

Authority:
Privacy Act:

WITHDRAWN

Category Number: 310

Category Title: RECORDS MANAGEMENT FILES

Description: These files include the documentation of the management of forms, reports and filing equipment.

File: 310-01

Title: Records Management Files

Description Reports Correspondence, authorizations, techniques and related records concerning the development and improvement of the management of records in the Agency Includes the management of files, forms, correspondence, mail, reports, microfilm, automatic data processing, vital records and related records not covered elsewhere in this schedule

Disposition: Temporary. Destroy when 6 years old Earlier disposal is authorized if records superseded, obsolete, or no longer needed for reference

Authority: (GRS-16-7)

Privacy Act:

File: 310-02

Title: Forms Management Case Files

Descriptions:

A Forms Created by MDA with related instructions and documentation

Disposition: Temporary. Place in an inactive file when form is cancelled Cut off at end of fiscal year Close inactive file every 2 years, and transfer to WNRC/FRC Destroy 5 years after related form is discontinued, superseded, or canceled

Authority: (GRS-16-3a)

B Working papers, background material requisitions, specifications, processing data and control records

Disposition: Temporary. Destroy when related forms is discontinued or superseded, or canceled

Authority: (GRS-16-3b)

Privacy Act:

File: 310-03

Title: Forms Functional Files

Description: Non-record copies of MDA forms arranged by functional classification, used to assist forms management

Disposition: Temporary. Destroy when canceled or superseded

Authority:

Privacy Act:

File: 310-04

Title: Reports Management Case Files

Description: Files maintained on internal and external Agency report requirements including each report created, cancelled or superseded

Disposition: Temporary. Destroy 2 years after the report is discontinued

WITHDRAWN

Authority: (GR-16-8)

Privacy Act:

File: 310-05

Title: Transferred Records Identification Files

Description: "Transferred Records Identification" showing records transferred to the MDA Records Center, and documentation relating to records retirement, such as extra copies, routine correspondence and memos, and working papers and background material

Disposition: Temporary. Destroy when related records are destroyed or when no longer needed for administrative or reference purposes

Authority: (GRS-16-2a)

Privacy Act:

File: 310-05

Title: Transferred Records Identification Files

Description: "Transferred Records Identification" showing records transferred to the MDA Records Center, and documentation relating to records retirement, such as extra copies, routine correspondence and memos, and working papers and background material

Disposition: Temporary. Destroy when related records are destroyed or when no longer needed for administrative or reference purposes

Authority: (GRS-16-2a)

Privacy Act:

File: 310-06

Title: Records Disposition Authorities

Descriptions:

A Authorizations or approved instructions for disposition of Agency records, including documents relating to U S Archivist's authorization to destroy records, such as Standard Form 115, "Request for Records Disposition Authority," routine correspondence, working papers, background materials and schedules

Disposition: Temporary. Destroy when related records are destroyed or when no longer needed for administrative or reference purposes

Authority: (GRS-16-2a)

B Includes records schedules prepared for in-house use which provide more descriptive detail of the records authorized for disposal by the Archivist of the United States on SF-115s

Disposition: Permanent. Transfer to NARA when national security restrictions do not preclude their use for historical research

Authority:

Privacy Act:

File: 310-07

Title: File Maintenance Files

Description: Documents created in the standardization and control of the use of filing systems, procedures, equipment, supplies, and space Included are indices, listings or inventories

WITHDRAWN

Disposition: ~~Temporary.~~ Destroy when 6 years old

Authority: (GRS-16-7a)

Privacy Act:

File: 310-08

Title: IRM Triennial Review Files

Description: Reports required by the General Services Administration concerning reviews of information resources management (IRM) practices. Included are associated, correspondence, studies, directives, feeder reports, and monitoring surveys and reports

Disposition: ~~Temporary.~~ Destroy when 7 years old

Authority: (GRS-16-11)

Privacy Act:

WITHDRAWN

Category Number: 312

Category Title: CHIEF INFORMATION OFFICER AND INFORMATION TECHNOLOGY MANAGEMENT

Description: This schedule provides disposal authorization for certain records created and maintained within the Chief Information Office (CIO) and their program offices. In addition the Information Technology Management component applies to records regardless of physical form or characteristics. Information Technology Operations and Management Records are files created and maintained in the operation and management of information technology (IT) and related services. As the Information Technology Management Reform Act of 1996 (now the Clinger-Cohen Act) "information technology" includes computers, ancillary equipment, software, firmware and similar procedures, services (including support services), and related resources. Disposition instructions applies to all media formats (e.g., paper, microform, or electronic). This schedule does not cover all records relating to the CIO and IT Management (Note that General Records Schedule 20, Electronic Records, remains in effect.).

File: 312-01

Title: Information Technology (IT) Program Planning Records.

Description: Records relating to the development of agency IT programs. Included are records that document agency-wide IT goals, specify milestones to be achieved, identify performance measures for the agency's IT portfolio, or summarize the underlying principles and approach by which the agency will plan for and manage its IT resources. Records may include strategic and tactical plans documenting the implementation and maintenance of IT systems in support of the agency mission and also may include records supporting formally issued plans, such as records of concurrence, comments, clearances, justifications, other issuance records.

Disposition Temporary. Cut off annually at the end of the fiscal year. Destroy/delete when 7 years old or when no longer needed, whichever is later.

Authority:

Privacy Act

[**Note** This item does not apply to the data content or design of individual IT systems. Records relating to specific mission-related systems must be scheduled individually by submission of an SF 115 to NARA.]

File: 312-02

Title: Enterprise Architecture Records.

Description Records identifying the IT systems and networks required performing the MDA's mission and the transitional processes required to implement comprehensive programs to support that mission. Records may include technical reference models, diagrams, graphics, models, and narratives that describe the MDA's baseline architecture, target architecture, and related sequencing plans.

Disposition: Temporary. Cut off when superseded by a new iteration of the enterprise architecture. Destroy/delete when 7 years old or when no longer needed, whichever is later.

Authority:

Privacy Act:

WITHDRAWN

File: 312-03**Title: IT Capital Investment Records**

Description: Records documenting the integration of IT investments with agency-wide strategic planning, budgeting, procurement, and management. Records include routine and periodic reports on IT capital investments, capital asset plans, business cases for major investments, systems, acquisitions, or operational assets identified in the agency's capital investment portfolio, and clearance review records.

Disposition: Temporary. Cut off annually at the end of the fiscal year. Destroy/delete when 7 years old or when no longer needed whichever is later.

Authority:**Privacy Act:**

[**Note** Records needed to support contracts are scheduled under GRS 3 and MDA series (fill in the number)]

File: 312-03**Title: Legal and Regulatory Compliance Records.**

Description: Records documenting agency compliance with Federal IRM laws and regulations including systems and reports created to support compliance with the mandates of OMB, GAO, and other Federal IRM and IT oversight agencies.

Disposition: Temporary. Cut off annually at the end of the fiscal year. Destroy/delete when 5 years old.

Authority:**Privacy Act:**

[**Note** Records of Government-wide committees sponsored by CIOs, such as the Federal Chief Information Officers Council, are not covered by this item.]

File: 312-04**Title: CIO Subject and Office Records.**

Description: Records not otherwise identified in the GRS 27 or in the MDA's series .XXX that include briefings, reports, presentations studies, correspondence, and other documents created to support IT program objectives, responses to and decisions on matters affecting the IT program, or operational and managerial guidance to all organizational segments of the agency.

Disposition: Temporary. Cut off annually at the end of the fiscal year. Destroy/delete when 5 years old.

Authority:**Privacy Act:**

[**Note** Official agency policy records generated by the CIO are not covered by this item. They are considered agency policy and issuance records and are scheduled elsewhere.]

File: 312-05**Title: Schedules of Daily Activities.**

Description: Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities by the CIO while serving in an official capacity, EXCLUDING materials determined to be personal and those that have been incorporated into other recordkeeping systems.

WITHDRAWN

Disposition: Temporary. Cut off annually at the end of the fiscal year Destroy/delete when not less than 2 years but not more than 5 years old

Authority:

Privacy Act:

[Note: This item applies only to records of the CIO, not of the office's subordinate staff. See GRS 23/5 and.]

File: 312-06

Title: Electronic Mail and Word Processing.

Description: Electronic copies of records that are created on electronic 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

B Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives that are used only to produce the recordkeeping copy

Disposition: Temporary. Destroy/delete within 180 days after the recordkeeping copy has been produced

Authority:

C Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy

Disposition: Temporary. Destroy/delete when dissemination, revision, or updating is complete

Authority:

Privacy Act:

Review NARA's LTR on email dtd July 2006 and add into disposition

File: 312-07

Title: Oversight and Compliance Files

Description: Records in offices with MDA wide responsibility for managing Information Technology (IT) operations relating to compliance with IT policies, directives, and plans including recurring and special reports, responses to findings and recommendations, and reports of follow-up activities

A Performance measurements and benchmarks

Disposition: Temporary. Destroy/delete 5 years old or 1 year after responsible office determines that there are no unresolved issues, whichever is longer

Authority

B All other oversight and compliance records, including certification and accreditation of equipment, quality assurance reviews and reports, reports on implementation plans, compliance reviews, and data measuring or estimating impact and compliance

Disposition: Temporary. Destroy/delete when 3 years old or 1 year after responsible office determines that there are no unresolved issues, whichever is longer

[Example Statistical performance data for systems and networks, system availability reports, sample performance indicators target IT architecture reports, Systems development lifecycle handbooks, Network assessments, Contractor evaluation reports, Market analyses, Performance surveys, Cost-benefit analyses, Histograms, Corrective action reports]

Authority

Privacy Act:

[Note See second item 402-03 for performance files relating to systems]

File: 312-08

Title: Information Technology Facility, Site Management, and Equipment Support Services Records

Description: Records maintained by offices responsible for the control and operation of building rooms where IT equipment, systems, and storage media are located, including file identifying IT facilities and sites, and files concerning implementation of IT facility management and equipment support services provided to specific sites, including reviews, site visit reports, trouble reports, equipment service histories, reports of follow-up actions and related correspondence

Disposition Temporary. Destroy/delete when 3 years old or when superseded or obsolete, whichever is longer

[Example Listings of facilities, Inspection reports]

Authority

Privacy Act

WITHDRAWN

File: 312-09

Title: IT Asset and Configuration Management Files

Description: Inventories of IT assets, network circuits, and building or circuitry diagrams, including equipment control systems such as databases of barcodes affixed to IT physical assets

Disposition Temporary. Destroy/delete 1 year after completion of the next inventory

Authority

Privacy Act

File: 312-10

Title: Information Technology Asset & Configuration Mgt Files

Description Records created and retained for asset management, performance and capacity management, system management, configuration and change management, and planning, follow-up, and impact assessment of operational networks and systems Includes, but is not limited to

A Data and detailed reports on implementation of systems applications and modifications, application sizing, resource and demand management, documents identifying, requesting, and analyzing possible changes, authorizing changes, and documenting implementation of changes, documentation of software distribution and release or version management

Disposition: Temporary. Destroy/delete 1 year after termination of system

Authority

B Records of routine IT maintenance on the network infrastructure documenting preventative, corrective, adaptive and perfective (enhancement) maintenance actions, including requests for service, work orders, service histories, and related records

Disposition: Temporary. Destroy/delete when 3 years old or 1 year after termination of system, whichever is sooner

Authority

Privacy Act

[Example Maintenance IT assets Inventories of assets, Equipment control systems, Databases of barcodes, Bar code reports, Maintenance service histories, Asset management guides, Service, Requisitions for equipment maintenance, Change orders, Purchase orders for maintenance, Property transfer control systems, Flow reconfiguration requests, Standardization requests and justifications

[**Note** If any maintenance activities have a major impact on a system or lead to significant change, those records should be maintained as part of the 402-03, (1)]

File: 312-11

Title: System Backups and Tape Library Records.

Description:

A Backup tapes maintained for potential system restoration in the event of system failure or other unintentional loss of data

Disposition Temporary. (1) Delete/destroy incremental backup tapes when superseded by a full backup, or when no longer needed for system restoration, whichever is later (2)

Delete/destroy full backup tapes when second subsequent backup is verified as successful or when no longer needed for system restoration, whichever is later

[Example Backup tapes, Backups of system software] [**Note** See GRS 20, item 8 for backups of master files and databases]

Authority

B Tape library records including automated files and manual records used to control the location, maintenance, and disposition of magnetic media in a tape library including list of holdings and control logs

Disposition Temporary. Destroy/delete when superseded or obsolete

[Example Location vault lists, Offsite storage facilities, Bin location]

Authority

Privacy Act

File: 312-12

Title: Files Related to Maintaining the Security of Systems and Data.

Description:

A. System Security Plans and Disaster Recovery Plans

Disposition Temporary. Destroy/delete 1 year after system is superseded

WITHDRAWN

Authority:

B. Documents identifying IT risks and analyzing their impact, risk measurements and assessments, actions to mitigate risks, implementation of risk action plan, service test plans, test files and data.

Disposition: Temporary. Destroy/delete 1 year after system is superseded.

[Example: Computer technical manuals, Continuity of Operations plans, Disaster exercise evaluations; Disaster exercises, Disaster recovery plans; Risk surveys; Security plans for IT infrastructure Vulnerability assessments by IG, Vulnerability assessments/studies; Risk management analyses, Security directives; Security policy analysis; Virus handbooks, Vulnerability analyses.]

Authority

Privacy Act:

File: 312-13

Title: User Identification, Profiles, Authorizations, and Password Files (Excluding records relating to electronic signatures.)

Description: Systems requiring special accountability, e.g., those containing information that may be needed for audit or investigative purposes and those that contain classified records

Disposition: Temporary. Destroy/delete inactive file 6 years after user account is terminated or password is altered, or when no longer needed for investigative or security purposes, whichever is later. Routine systems are covered by GRS 20, item 1c

[Example: User identification; User profiles; User passwords Profiles; User authorizations.]

Authority

Privacy Act:

File: 312-14

Title: Computer Security Incident Handling, Reporting and Follow-up

Description:

Disposition: Temporary. Destroy/delete 3 years after all necessary follow-up actions have been completed

[Example: Reports and documentation of Web site defacement; Hacks; Break-in records, Improper usage by staff, Misuse of system, Security break-ins; Security failures; Unauthorized intrusions; Virus threats]

Authority

Privacy Act:

File: 312-15

Title: IT Operations Records

Description:

A Workload schedules, run reports, and schedules of maintenance and support activities.

Disposition: Temporary. Destroy/delete when 1 year old.

Authority:

B. Problem reports and related decision documents relating to the software infrastructure of the network or system

Disposition: Temporary. Destroy/delete 1 year after problem is solved.

Authority:

C. Reports on operations, including measures of benchmarks, performance indicators, and critical success factors, error and exception reporting, self assessments, performance monitoring, and management reports.

Disposition: Temporary. Destroy/delete when 3 years old

Authority:

Privacy Act:

File: 312-16

Title: Financing of IT Resources and Services

Description:

A. Agreements formalizing performance criteria for quantity and quality of service, including definition of responsibilities, response times and volumes, charging, integrity guarantees, and non-disclosure agreements. [Note: Copies of records needed to support contracts should be in procurement files which are scheduled under GRS # 3.]

Disposition: Temporary. Destroy/delete 3 years after agreement is superseded or terminated.

Authority:

B. Files related to managing third-party services, including records that document control measures for reviewing and monitoring contracts and procedures for determining their effectiveness and compliance.

Disposition: Temporary. Destroy/delete 3 years after control measures or procedures are superseded or terminated.

C Records generated in IT management and service operations to identify and allocate charges and track payments for computer usage, data processing and other IT services EXCLUDING records that are part of the MDA's cost accounting system, which are covered in GRS 8, items 6 and 7; and MDA series XXXX

Disposition: Temporary. Destroy/delete records with no outstanding payment issues when 3 years old

[Example Acquisition; Contract award fees; Financial management, Financial records; Payment for software and services, Performance agreements; Service level agreements, Service support levels; Third party agreements.]

Authority:

Privacy Act:

File: 312-17

Title: IT Customer Service Files.

Description:

WITHDRAWN

A Records related to providing help desk information to customers, including pamphlets, responses to "Frequently Asked Questions," and other documentation prepared in advance to assist customers.

Disposition: Temporary. Destroy/delete 1 year after record is superseded or obsolete.

Authority:

B. Help desk logs and reports and other files related to customer query and problem response, query monitoring and clearance, and customer feedback records; and related trend analysis and reporting.

Disposition: Temporary. Destroy/delete when 1 year old or when no longer needed for review and analysis, whichever is later

[Example. Customer queries; Customer service; End-user inquiries; Feedback records, FAQs; Help Desk logs; Pamphlets, Requests for assistance, Trend analysis, Trouble reports, User's guides]

Authority:

Privacy Act:

File: 312-18

Title: IT Infrastructure Design and Implementation Files

Description: Records of individual projects designed to provide and support new agency IT infrastructure (See Note), systems, and services Includes records documenting (1) requirements for and implementation of functions such as maintaining network servers, desktop computers, and other hardware, installing and upgrading network operating systems and shared applications and providing data telecommunications; (2) infrastructure development and maintenance such as acceptance/accreditation of infrastructure components, analysis of component options, feasibility, costs and benefits, and work associated with implementation, modification, and troubleshooting; (3) models, diagrams, schematics, and technical documentation; and (4) quality assurance reviews and test plans, data, and results

A. Records for projects that are not implemented

Disposition: Temporary. Destroy/delete 1 year after final decision is made

Authority:

B Records for projects that are implemented.

Disposition: Temporary. Destroy/delete 5 years after project is terminated

Authority:

C. Installation and testing records.

Disposition: Temporary. Destroy/delete 3 years after final decision on acceptance is made

Authority:

[Note: IT infrastructure means the basic systems and services used to supply the agency and its staff with access to computers and data telecommunications. Components include

hardware such as printers, desktop computers, network and web servers, routers, hubs, network cabling, as well as software such as operating systems (e.g., Microsoft Windows and Novell Netware) and shared applications (e.g., electronic mail, word processing, and database programs). The services necessary to design, implement, test, validate, and maintain such components are also considered part of an agency's IT infrastructure. However, records relating to specific systems that support or document mission goals are not covered by this item and must be scheduled individually by the agency by submission of an SF 115 to NARA.]

Authority:

Privacy Act:

File: 312-19

Title: Electronic Mail and Word Processing System Copies.

Description: 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 GRS 24 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, network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Disposition Temporary. Destroy/delete 180 days after the recordkeeping copy has been produced.

Authority:

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

Disposition: XXX

Authority:

Privacy Act:

File: 312-20

Title: Not Used

WITHDRAWN