

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>21-048-06-5</i>	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date Received <i>5-8-2006</i>	
FROM: (Agency or establishment) Department of the Interior		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office of the Secretary		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request, including amendments, is approved except for items that may be marked "disposition not approved or "withdrawn" in column 10.	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 Office of the Chief Information Officer			
4. NAME OF PERSON WITH WHOM TO CONFER Pamala R. Quallich	4. TELEPHONE NUMBER 202-208-3909	DATE <i>5/22/06</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
5. AGENCY INFORMATION 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>12</u> page(s) are not needed now 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. <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE April 21, 2006	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature: Pamala R. Quallich]</i>		TITLE Office of the Secretary Records Officer
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	4019. Metric Conversion Act Files.	N/A	
2.	4231 Section 508 (Electronic Information Technology Accessibility Files.	N/A	
3.	4232 Section 515 (Quality of Government Information) Files.	N/A	
<i>cc Agency Newms Newms</i>			

SF 115 Supplementary Cover Sheet

Summary:

This action establishes three (3) new Office of the Secretary series entitled:

“Metric Conversion Act Files”

“Section 508 (Electronic Information Technology Accessibility) Files”

“Section 515 (Quality of Government Information) Files”

Reason for submission:

(1) This action provides for the disposition of records maintained primarily in the Office of the Chief Information Officer. The first of these covers older records relating to actions taken by the Department of the Interior to comply with the Metric Conversion Act of 1975. (These records have never been schedule. Although no new records covered by this schedule are currently being generated by the Office of the Chief Information Officer, other offices within the Office of the Secretary – as, for example, the Office of Policy Analysis – may have records in their files covered by this schedule.) The second covers records that document the Departmental program established to ensure that the Department of the Interior develops, procures, maintains, and uses accessible electronic information technology. The third covers records that document the Department of the Interior ensures and maximizes the quality, utility, objectivity and integrity of government information disseminated to the public.

(2) This action also *incorporates these new series into the numbering pattern of the Office of the Secretary’s new records schedule*. See attachment.

4019. Metric Conversion Act Files. The Office of the Chief Information Officer (OCIO) within the Office of the Secretary was responsible for facilitating and coordinating Department-wide efforts for compliance with the Metric Conversion Act of 1975. This Act, and its related amendments, mandated a voluntary conversion of the Federal Government to the metric system. The contents of these files, dating from approximately 1990 through 1998, total less than 1.0 cubic foot and include, but are not limited to: copies of the Metrics Conversion Act and amendments; Department Manuals; submissions for the Annual Report to Congress; meeting records of the "Interior Metric Work Group" and the "Interagency Council on Metric Policy"; communications in the form of e-mails, memoranda, and letters; plans; training records; and research.

Disposition: TEMPORARY. Cut-off upon program closure or on the last date of program activity. Delete/destroy five (5) years after file cutoff.

4231. Section 508 (Electronic Information Technology Accessibility) Files. The Office of the Chief Information Officer (OCIO) is responsible for facilitating and coordinating Department-wide efforts for compliance with Section 508 of the Rehabilitation Act (29 U.S.C. 794D), as amended. Under Section 508, Federal agencies are required to ensure that they develop, procure, maintain and use accessible electronic information technology. Each bureau and office within the Department is responsible for developing and implementing a program that is compliant with Section 508.

4231.1 Section 508, Policy Files. These files contain records documenting formal Government and Departmental Section 508 Program policy. They contain copies of applicable laws, statutes and regulations, as well as directives issued by other Federal agencies, such as the Architectural and Transportation Barriers Compliance Board, which is responsible for developing standards for complying with Section 508. These files contain copies of Departmental Section 508 Program directives (bulletins, handbooks, etc.) issued by the OCIO and copies of selected bureau/office Section 508 Program directives.

4231.1a Section 508 Program Directives Issued by Other Agencies/Bodies. Records are filed chronologically by date.

Disposition: TEMPORARY. Cut off on the date of issue. Delete/destroy when superseded or revoked, or when no longer needed for agency business, whichever is later.

4231.1b Section 508 Program Directives Issued by the OCIO. Records are filed chronologically by date in ACTIVE and INACTIVE folders.

Disposition: TEMPORARY. Cut off on the date of issue. Delete/destroy fifteen (15) years after directive is superseded or revoked, or when no longer needed for agency business, whichever is later.

4231.1c Section 508 Program Directives Issued by Bureaus and Offices. Records are organized by bureau/office, and filed chronologically by date in bureau/office folders.

Disposition: TEMPORARY. Cut off on the date of issue. Delete/destroy when superseded or revoked, or when no longer needed for agency business, whichever is later.

4231.2 Section 508, Policy Development, Planning and Guidance Files. These files contain records relating to the development of the OCIO Section 508 directives, plans, and provision of technical advice and guidance to bureaus and offices related to the Section 508 Program.

4231.2a Section 508, Policy Development Files. The contents of these files include, but are not limited to: policy drafts, as may be issued for review and comment during the development cycle; transmittal cover sheets, which include distribution information and instructions; comments and their resolution for the various drafts along with correspondence regarding the resolution and/or interpretation of comments; minutes of meetings; and notes from telephone calls, teleconferences, and e-mails relating to policy development or policy revision.

Disposition: TEMPORARY. Cut off the file on each policy on the date on which it is issued in final. Delete/destroy it three (3) years after file cutoff. If draft policies are not expected to be finalized, delete/destroy these files when they are no longer needed for agency business.

4231.2b Section 508, Program Planning Files. These files contain the OCIO's strategic and tactical plans for initial Section 508 implementation and ongoing program plans to ensure compliance with all applicable regulations. Records include, but are not limited to: planning-related documents, such as analysis of new program requirements; communications in the form of e-mail and memoranda to and from those involved in the planning process; and final and draft plans with supporting documents.

Disposition: TEMPORARY. Cut off files on the last day of the planning cycle, e.g., the end of the fiscal year. Delete/destroy two (2) years after the file cutoff. If plans are not expected to be finalized, delete/destroy these files when they are no longer needed for agency business.

4231.2c Section 508, Technical Advice/Guidance Files. The OCIO monitors and reviews bureau and office Section 508 Program documents and reports to ensure compliance with OCIO Section 508 policy and consistency across the Department. These files include copies of materials reviewed, any comments or guidance given, and any related communications via e-mail, letter or memo.

Disposition: TEMPORARY. Cut off files on the last day of the fiscal year. Delete/destroy five (5) years after the file cutoff.

4231.3 Section 508, Committee Files. These files contain records relating to Section 508 Committees, such as the Disability Rights Committee. They include the following types of records: quarterly meeting agendas, notes, scheduling, and committee-related communications. Records are organized by committee name, with documents filed in chronological order within each file.

Disposition: TEMPORARY. Cut off files on the last day of the Committee's cycle; if there is no regular cycle, cut off files on the last day of the fiscal year. Delete/destroy five (5) years after the file cutoff.

4231.4 Section 508, Complaint Files. These files contain records relating to the adjudication of Section 508 complaints, which are processed by the OCIO. Case file records include, but are not limited to: formal communications to and from complainants; e-mail messages to and from electronic information technology providers and operators; notes regarding findings; and any other records pertinent to the resolution of Section 508 complaints.

Disposition: TEMPORARY. Cut off at issuance of final agency letter issued in response to complaint. Delete/destroy five (5) years after cutoff.

4231.5 Section 508, Training Files. These files contain records of the training provided by the OCIO on Section 508 requirements.

4231.5a Section 508, Training Administration Files. These records include information regarding the availability, planning (budget, agreements between offices, etc.), scheduling, logistics, and attendance of training. Records include, but are not limited to: memoranda, e-mails, correspondence, flyers or announcements, sign-in sheets, reports, and trainees' feedback.

Disposition: TEMPORARY. Cut off files on the last day of the fiscal year. Delete/destroy five (5) years after the file cutoff.

4231.5b Section 508, Training Course Product Files. These files include the actual products of any formal or informal Section 508 training courses, including educational outreach communications. The contents of these files include, but are not limited to: instructions; tips; pamphlets; lesson plans; agendas or outlines; PowerPoint training slides; supplemental handout materials; and educational information on the Section 508 Program.

Disposition: TEMPORARY. Cut off files on the date the product is substantively superseded or becomes obsolete. Delete/destroy one (1) year after the file cutoff or when no longer needed for agency business, whichever is sooner.

4231.98 Section 508, Website Files. These files contain records and electronic links to documents and references relating to the Department's Section 508 Program, as posted to the Department's website at www.doi.gov. They contain, but are not limited to: information about the requirements of Section 508, guidance on how to file a Section 508 complaint, and links to accessible technology sources within the Department.

Disposition: TEMPORARY. Delete or update information within 60 days after it has become obsolete or out of date, as appropriate.

4231.99 Electronic Mail and Word Processing System Copies Files. 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.

Disposition: TEMPORARY. Delete/destroy within 180 days after the recordkeeping copy has been produced, or when dissemination, revision or updating is completed, as appropriate.

4232. Section 515 (Quality of Government Information) Files. The Office of the Chief Information Officer (OCIO) within the Office of the Secretary is responsible for facilitating and coordinating Department-wide compliance with Section 515 of the Treasury and General Government Appropriations Act for Fiscal Year 2001, Public Law 106-554, which requires federal agencies to issue procedures to ensure and maximize the quality, utility, objectivity, and integrity of government information disseminated to the public. Each bureau and office within the Department is responsible for developing and implementing a program that is compliant with Section 515.

4232.1 Section 515, Policy Files. These files contain records documenting formal Government and Departmental Section 515 Program policy. They contain copies of applicable laws, statutes and regulations, as well as directives issued by other Federal agencies, such as the Office of Management and Budget (OMB), which oversees the Federal Government's Information Quality Program. These files also contain copies of Departmental Section 515 Program directives (bulletins, handbooks, etc.) issued by the OCIO and copies of selected bureau/office Section 515 Program directives.

4232.1a Section 515 Program Directives Issued by Other Agencies/Bodies. Records are filed chronologically by date.

Disposition: TEMPORARY. Cut off on the date of issue. Delete/destroy when superseded, revoked or when no longer needed for agency business, whichever is later.

4232.1b Section 515 Program Directives Issued by the OCIO. Records are filed chronologically by date in ACTIVE and INACTIVE folders.

Disposition: TEMPORARY. Cut off on the date of issue. Delete/destroy fifteen (15) years after directive is superseded, revoked or when no longer needed for agency business, whichever is later.

4232.1c Section 515 Program Directives Issued by Bureaus and Offices. Records are organized by bureau/office, and are filed chronologically by date in bureau/office folders.

Disposition: TEMPORARY. Cut off on the date of issue. Delete/destroy when superseded, revoked or when no longer needed for agency business, whichever is later.

4232.2 Section 515, Policy Development, Planning and Guidance Files. These files contain records relating to the development of the OCIO Section 515 directives, plans, and provision of technical advice and guidance to bureaus and offices related to the Section 515 Program.

4232.2a Section 515, Policy Development Files. The contents of the files include, but are not limited to: policy drafts, as may be issued for review and comment during the development cycle; transmittal cover sheets, which include distribution information and instructions; comments and their resolution for the various drafts along with correspondence regarding the resolution and/or interpretation of comments; minutes of meetings; and notes from telephone calls, teleconferences, and e-mails relating to policy development and policy revision.

Disposition: TEMPORARY. Cut off the file on each policy on the date on which it is issued in final. Delete/destroy three (3) years after the file cutoff. If draft policies are not expected to be finalized, delete/destroy these files when they are no longer needed for agency business.

4232.2b Section 515, Program Planning Files. These files contain the OCIO's strategic and tactical plans for initial Section 515 implementation and ongoing program plans to ensure compliance with all applicable regulations. Records include, but are not limited to: planning-related documents, such as analysis of new program requirements; communications in the form of e-mail and memoranda to and from those involved in the planning process; and final and draft plans with supporting documents.

Disposition: TEMPORARY. Cut off files on the last day of the planning cycle, e.g., the end of the fiscal year. Delete/destroy two (2) years after the file cutoff. If plans are not expected to be finalized, delete/destroy these files when they are no longer needed for agency business.

4232.2c Section 515, Technical Advice/Guidance Files. The OCIO monitors and reviews bureau and office Section 515 Program documents and reports to ensure compliance with OCIO Section 515 policy and consistency across the Department. These files include copies of materials reviewed, any comments or guidance given, and any related communications via e-mail, letter or memo.

Disposition: TEMPORARY. Cut off files on the last day of the fiscal year. Delete/destroy five (5) years after the file cutoff.

4232.3 Section 515, Report Files. These files contain reports related to Section 515 Program that are both issued and received by the OCIO on a one-time or recurring basis, such as the "Annual Information Quality Report" submitted to OMB. Files also contain supporting documentation for reports issued, including, but not limited to, bureau and office submissions for inclusion in Departmental reports, along with correspondence, e-mails and other communications necessary for the development of the report.

4232.3a Reports Related to Section 515 Program Received by the OCIO.

Disposition: TEMPORARY. Cut off on the date of report. Delete/destroy when no longer needed for agency business.

4232.3b Record Copy of Annual Information Quality Report Submitted to OMB.

~~Disposition: PERMANENT. Cut off at submission of report. Transfer to the National Archives five (5) years after cutoff.~~

Disposition: TEMPORARY Delete/destroy after 10 years in agency files or when no longer needed for agency business, whichever is³ longer.

4232.3c Program File Copy of Annual Information Quality Report Submitted to OMB.

Disposition: TEMPORARY. Cut off at submission of report. Delete/destroy fifteen (15) years after cutoff.

4232.3d Documentation Supporting Annual Information Quality Report. These files include, but are not limited to bureau and office submissions, etc.

Disposition: TEMPORARY. Cut off at end of annual report submission cycle. Delete/destroy two (2) years after cutoff, or when no longer needed for agency business, whichever is longer.

4232.3e All Other Information Quality Reports Issued by the OCIO and Their Supporting Documentation.

Disposition: TEMPORARY. Cut off on the date the report is issued. Delete/destroy five (5) years after cutoff, or when no longer needed for agency business, whichever is later.

4232.3f Information Quality Reports Issued by Bureaus and Offices and Their Supporting Documentation. Records are organized by bureau/office, and filed chronologically by date in bureau/office folders.

Disposition: TEMPORARY. Cut off on the date the report is issued. Delete/destroy five (5) years after cutoff, or when no longer needed for agency business, whichever is later.

4232.4 Section 515, Complaint Files. These files contain records relating to the adjudication of Section 515 complaints received by the OCIO. Case file records include, but are not limited to: formal communications to and from complainants; communication to and from program office(s) disseminating the information being challenged; documents detailing findings; and any other records pertinent to the appeal and/or resolution of Section 515 complaints.

Disposition: TEMPORARY. Cut off at issuance of final agency letter issued in response to complaint. Delete/destroy five (5) years after cutoff.

4332.5 Section 515, Training Files. These files contain records of the training provided by the OCIO on Section 515 requirements.

4232.5a Section 515, Training Administration Files. These records include information regarding the availability, planning (budget, agreements between offices, etc.), scheduling, logistics, and attendance of training. Records include, but are not limited to: memoranda, e-mails, correspondence, flyers or announcements, sign-in sheets, reports, and trainees' feedback.

Disposition: TEMPORARY. Cut off files on the last day of the fiscal year. Delete/destroy five (5) years after the file cutoff.

4232.5b Section 515, Training Course Product Files. These files include the actual products of any formal or informal Section 515 training courses, including educational outreach communications. The contents of these files include, but are not limited to: instructions; tips; pamphlets; lesson plans; agendas or outlines; PowerPoint training slides; supplemental handout materials, and educational information on the Section 515 Program.

Disposition: TEMPORARY. Cut off files on the date the product is substantively superseded or becomes obsolete. Delete/destroy one (1) year after the file cutoff or when no longer needed for agency business, whichever is sooner.

4232.98 Section 515, Website Files. These files contain records and electronic links to documents and references relating to the Department's Information Quality Program, as posted to the Department's website at www.doi.gov. They contain, but are not limited to: information about the requirements of Section 515, copies of the Department's Information Quality Guidelines and those of selected bureaus and offices, guidance on how to file a Section 508 complaint, and links to the bureaus and offices' peer review (scientific assessment) websites.

Disposition: TEMPORARY. Delete or update information within 60 days after it has become obsolete or out of date, as appropriate.

4232.99 Electronic Mail and Word Processing System Copies Files.

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.

Disposition: TEMPORARY. Delete/destroy within 180 days after the recordkeeping copy has been produced, or when dissemination, revision or updating is completed, as appropriate.