

FEB 08 2008

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

JOB NUMBER N1-115-08-4

To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION  
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001

Date received 2/2/08

1. FROM (Agency or establishment)

Department of the Interior

2. MAJOR SUBDIVISION

Bureau of Reclamation

3. MINOR SUBDIVISION

Information Management Division - 84-21300

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

4. NAME OF PERSON WITH WHOM TO CONFER

Roy Wingate

5. TELEPHONE NUMBER

303-445-2058

DATE

6/22/08

ARCHIVIST OF THE UNITED STATES

Roy Wingate

**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 3 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,

☒ is not required☐ is attached; or☐ has been requested.

DATE

January 30, 2008

SIGNATURE OF AGENCY REPRESENTATIVE

Roy Wingate

TITLE

Bureau Records Manager

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9. GRS OR  
SUPERSEDED JOB  
CITATION10. ACTION TAKEN  
(NARA USE ONLY)

RECLAMATION ELECTRONIC DOCUMENT SYSTEM (REDS). REDS is a records management system that captures and stores electronic engineering drawings in addition to metadata on physical records and their indexes. The system is divided into REDS Drawings and REDS Records. REDS Drawings operates as a full content work flow while the Records segment operates as an indexing system for paper based records. REDS has the capacity to be a full content management Electronic Records Management (ERM) system and a Physical Records Management system. The REDS Records indexing system contains migrated data from a previous electronic database implemented in 1989.

84 7/1/08 copies sent to Ager, NWME, NR, NWML

ITEM #	TITLE/DESCRIPTION	RETENTION & DISPOSITION
1	<p><del><b>INPUTS.</b></del></p> <p>Electronic records created in the document management component of REDS, including office application files (word processing, email messages, spreadsheets, databases, presentations, etc.), as well as engineering drawing files that are input through the AutoCAD document management component, printed, and scanned into REDS. Indexing information is manually entered by users.</p> <p>a. Non-electronic documents or forms designed and used solely to create, update, or modify the records in the master file and not required for audit or legal purposes (such as need for signatures) and not previously scheduled for permanent retention in a NARA-approved agency records schedule.</p> <p>b. Electronic records, except as noted in item 1a, entered into the system during an <u>update</u> process, and not required for audit and legal purposes.</p>	<p><b>TEMPORARY.</b> Destroy after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to, the electronic records, or 60 days after NARA has been provided the notification required by 36 CFR 1228.31(b)(1)(i), whichever is later. [GRS 20, 2a(4)]</p> <p><b>TEMPORARY.</b> Delete when data have been entered into the master file or database and verified, or when no longer required to support reconstruction of, or serve as back-up to, a master file or database, whichever is later. [GRS 20, 1b]</p>
2	<p><b>MASTER FILES.</b></p> <p><del>Electronic records captured and stored in the electronic repository of REDS, including related metadata and indexes.</del></p> <p>(a) Metadata and indexes for permanent (non-electronic) records, and metadata and electronic record versions of permanent record series.</p> <p><del>(b) Metadata and indexes for temporary electronic and non-electronic records.</del></p> <p>(c) Electronic record versions of temporary record series.</p>	<p><del>Disposition: reference the Bureau Information Management Handbook of NARA approved retention schedules for specific temporary or permanent record series.</del></p> <p><b>PERMANENT.</b> Transfer permanent records and system documentation to NARA at the end of calendar year every three years in accordance with NARA transfer guidance in effect at the time of the transfer.</p> <p><del><b>TEMPORARY. Delete or destroy</b></del> with related records or when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes, whichever is later. [GRS 20, 9]</p> <p><b>TEMPORARY.</b> Delete after expiration of the retention period specified in the GRS or the Bureau Information Management Handbook (IMH).</p>

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3.	<p><b>OUTPUTS.</b></p> <p>Printed or downloaded (electronic) user defined reports, indexes, drawings, lists, or other miscellaneous data.</p> <p>Paper copies of records (including drawings). Also user defined reports, indexes, folder lists, and folder labels.</p>	<p><b>TEMPORARY.</b> Dispose of in accordance with Information Management Handbook instructions.</p> <p><u>Disposition.</u> Use the disposition mandated in the Information Management Handbook (Bureau retention schedule) for the specific temporary or permanent record series.</p>
4.	<p><b>DOCUMENTATION</b></p> <p>(a) Documentation relating to electronic records that are scheduled for permanent retention in the GRS or the Bureau Information Management Handbook (IMH). Includes technical documentation adequate to identify, service and interpret <b>permanent</b> electronic records, such as data system specifications, data element descriptions, data dictionaries, code books, record layouts, user guides, output specifications, and similar documentation necessary for servicing and interpreting the system-generated records.</p> <p>(b) Documentation relating to electronic records that are scheduled for destruction in the GRS or the Bureau Information Management Handbook (IMH).</p>	<p><b>PERMANENT:</b> Transfer to the National Archives with the permanent records to which the documentation relates. [Item 2(a) above]. [GRS 20, 11a(2)]</p> <p><b>TEMPORARY:</b> Destroy or delete upon authorized deletion of the related electronic records or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is later. [GRS 20, 11a(1)]</p>
5.	<p><b>BACKUPS OF FILES.</b></p> <p>Electronic copy, considered by the Bureau to be a Federal record, of the master copy of an electronic record or file and retained in case the master file or database is damaged or inadvertently erased. Includes incremental and full backups.</p> <p>a) Files identical to records scheduled for transfer to the National Archives.</p>	<p><b>TEMPORARY.</b> Delete when the identical records have been captured in a subsequent backup file or when the identical records have been transferred to the National Archives and successfully copied. [GRS 20, 8a]</p>

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	b) Files identical to records authorized for disposal in the GRS or Bureau Information Management Handbook (IMH).	<del>TEMPORARY.</del> Delete when the identical records have been deleted, or when replaced by a subsequent backup file. [GRS 20, 8b]