

MAR 21 2008

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <b>N1-115-08-7</b>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <b>3/21/08</b>	
1. FROM (Agency or establishment) Department of the Interior		<b>NOTIFICATION TO AGENCY</b>  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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Bureau of Reclamation			
3. MINOR SUBDIVISION Information Management Division – 84-21300			
4. NAME OF PERSON WITH WHOM TO CONFER Roy Wingate	5. TELEPHONE NUMBER 303-445-2058	DATE <b>6/25/07</b>	ARCHIVIST OF THE UNITED STATES <i>Alta Warrick</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 _____ 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 type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE March 11, 2008	SIGNATURE OF AGENCY REPRESENTATIVE <i>Roy Wingate</i> Roy Wingate		TITLE Bureau Records Manager
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<b>BOR SECURITY AND SAFETY INFORMATION SYSTEM (BORSSIS).</b> Supports the Reclamation dam safety program. BORSSIS is composed of two independent systems that support the Reclamation's Dam Safety Office: Data Acquisition and Management System (DAMS) and Safety of Dams Information Systems (SODIS).  The purpose of DAMS is to collect and display data from dam sites in a timely and convenient manner. DAMS provides the engineering and management services necessary to store and disseminate instrumentation data, assuring reliable operation of water storage facilities and early identification of any developing anomalous conditions. The system does not store or process any privacy information. The information is used to collect information related to Reclamation's inventory of dams.		

	<p>The purpose of SODIS is to assist the Dam Safety Office, the Technical Service Center (TSC), and Regional personnel in developing and tracking Safety of Dams (SOD) and Operations and Maintenance (O&amp;M) recommendations, decisions, analysis and other dam-related technical data. It is used to store and process the following types of information: SOD Recommendations; O&amp;M Recommendations; dam related contacts; dam safety documents including but not limited to: Comprehensive Facility Reviews; Periodic Facility Reviews; Examination Reports; Annual Status Reports; Decision documents; Flood analysis; Geotechnical analysis; Dam statistical data; Field test data, Examination schedules; and Information required for Government Performance and Results Act (GPRA) goals.</p>		
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ITEM #	TITLE/DESCRIPTION	RETENTION & DISPOSITION
1	<b>INPUTS.</b> Dam safety-related technical reports, comprehensive, periodic, annual facility reviews, issue evaluations, decision documents, electronic mail, examination reports, field and instrumentation data, and user-provided input.	<u>Disposition.</u> Dispose of inputs using the appropriate items found elsewhere in the Bureau Information Management Handbook. For other input data used solely to update the master file, delete when data have been entered into the master file and verified. <i>GRS 20, 2b</i>
2	<b>MASTER FILES.</b> Consists of data related to the Reclamation dam safety program including dam safety documents and data, dam inventory data, statistical and engineering data, and examination related information including schedules and recommendations.	<b>TEMPORARY.</b> Delete superseded or obsolete data during system migration or when revised data is input.
3	<b>OUTPUTS.</b> Reoccurring Dam Safety program reports and revised technical data.	<b>TEMPORARY.</b> Destroy or delete when data has been converted into report format and filed using code PRJ-13.00 of the Information Management Handbook. (N1-115-94-8) <i>GRS 20(5)</i>

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4.	<b>SYSTEM DOCUMENTATION</b> Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium) relating to a master file, database or other electronic records. For example Certification and Accreditation documentation, user manuals, tip sheets, and other instructions.	<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, 11(a)]
5.	<b>BACKUPS OF FILES</b> Electronic copies considered by the agency to be Federal records, of the master copies of electronic records or files and retained in case the master file or database is damaged or inadvertently erased. Includes incremental and full backups.	<b>TEMPORARY.</b> Delete when the identical records have been deleted, or when replaced by a subsequent backup file. [GRS 20, 8b]