APR 1 8 2008

REQUEST FOR RECORDS DISPOSITION AUTHORITY

REQUEST FOR RECORDS DISPOSITION AUTHORITY	JOB NUMBER N1-115-08-8

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

Date received 4/18/08

1.   FROM (Agency or establishment)

Department of the Interior

NOTIFICATION TO AGENCY

2.   MAJOR SUBDIVISION
Bureau of Reclamation

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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
Information Management Division – 84-21300

4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE NUMBER	DATE	ARCHIVIST OF THE UNITED STATES
Roy Wingate	303-445-2058	7/30/08	

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,

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

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
April 18, 2008	Roy Wingate	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 GRS OR SUPERSEDED JOB CITATION	10.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)
	BUREAU OF RECLAMATION GEOSPATIAL INFORMATION SYSTEM (BORGIS). BORGIS is a Reclamation-wide system that ensures the integrity, confidentiality, and availability of Reclamation's geospatial information assets. The system acquires, processes, manages, stores, and preserves geospatial data and imagery. The data is used by the Bureau for most projects and programs. BORGIS makes the most commonly used geospatial data themes (State and County boundaries, highways and roads, rivers and streams, terrains, and aerial imagery) readily available in usable forms for a variety of Reclamation programs. BORGIS also provides geospatial information services that directly support Reclamation's operations and business processes.		

AM 9/18/08 Copies sent to Agcy, NR

ITEM #	TITLE/DESCRIPTION	RETENTION & DISPOSITION
1	**INPUTS.** Data developed by Reclamation staff in region and area offices, data and map information acquired from other Federal agencies (USGS and USDA), and data acquired from other cooperators (Nature Serve, et al).	**TEMPORARY.** 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 backup to, a master file or database, whichever is later. (GRS 20, item 2b and 2c.)
2	**MASTER FILES.** Copies of geospatial data and imagery layers, created and maintained by outside entities, and downloaded for Bureau mapping and other geospatial applications and uses. Unique Bureau data includes location data for boundaries, Reclamation sites and lands, etc.	**TEMPORARY.** Migrate in agency as necessary and delete when data are no longer needed for operational purposes.
3.	**OUTPUTS.** Extracted data that supports: geospatial analysis, geospatial data storage and retrieval, Internet map services, spatial statistics, satellite and remote sensing airborne data, global positioning data, data visualization, and cartographic map products.	**TEMPORARY.** Delete in agency when data are no longer needed for administrative, legal, audit, or other operational purposes. (GRS 20, item 5.)
4.	**SYSTEM DOCUMENTATION.** User manuals, system 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. Certification and accreditation documentation, security assessment report (SAR).	**TEMPORARY.** 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, item 11a[1].)
5.	**BACKUP FILES.** Files identical to master files described in item 2 above. Includes daily and weekly backups, both full and incremental.	**TEMPORARY.** Delete when the identical records have been deleted, or when replaced by a subsequent backup file. (GRS 20, item 8b.)