REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See instructions on reverse)

JOB NUMBER *N1-425-05-2*

DATE RECEIVED *12/17/04*

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001

NOTIFICATION TO AGENCY

1. FROM (Agency or establishment)
Department of Treasury

2. MAJOR SUBDIVISION
Financial Management Service

3. MINOR SUBDIVISION
Assistant Commissioner, Information Resources

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Sharon King	202-874-6960	7/6/05	

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 now needed 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,

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

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
12/6/04		Records Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See attached pages.		

115-109
NSN 7540-00-634-4064
PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA
36 CFR 1228

SK 7/8/05   Copies sent to Agency, NWMW, NR

Assistant Commissioner, Information Resources
Security Operations Division
Data Access Controls Staff

The mission of the Data Access Controls Staff (DACS) is to assist FMS Enterprise Platform customers to achieve success in their business activities by ensuring prompt, effective customer support. DACS accomplishes this by providing Information Technology Customer Support activities such as desktop support; helpdesk service; Enterprise security and customer information services.

DACS manages IT customer relationships by clarifying expectations; providing Enterprise Platform, product and service information to customers; measuring and reporting performance; and recommending improvements to increase customer satisfaction.

DACS provides helpdesk support to users of the FMS Enterprise Platform by receiving IT customer inquiries, documenting problems, isolating and diagnosing problems, resolving problems, routing problems for specialized support, and following up on reported problems.

DACS ensures that FMS internal user desktop hardware, software and connectivity problems are corrected in a proficient and timely manner by promoting the use of FMS approved hardware/software, and by providing adequate training to customers, and the technicians and the A/C Administrators who service them.

Data Access Controls Staff (DACS) manages resource access control for FMS Enterprise Resources by administering an effective IT Security Architecture, and by providing end users with secure user ID/ password tools and problem resolution.

1. <u>Staff Manager's Subject File</u>. Records dealing with the management of the branch and its functions. Topics cover automated information systems such as GOALS II and IPAC, systems architecture, the Government Information Security Reform Act (GISRA), the Privacy Act, risk assessment, systems security, and the like. Includes reports, studies, hand-written notes, emails and faxes dating from approximately 1996 to the present.

> Disposition:

> Cut off at the end of the calendar year. Destroy 3 years after cutoff or when obsolete or superseded, whichever occurs first.

2. <u>Computer System Training Materials and User Guides</u>. "CA-Top Secret User Training" dated July 26 - 30, 1999, photocopies of a user guide for CA-TS MVS Release 5.0, CA-Top Secret MVS Release 4.3 student guide, and photocopies of ESAAS User Guide revised 11/01. Included are compact discs ("How To Complete Forms" Training Aids) containing guidance instructions to staff members for completing forms to enable them to access and use the respective financial computer systems.

Disposition:

   a. Training Materials.

      Record copy of syllabuses. Destroy when 5 years old or 5 years after system is revised or superseded.

      ~~1. All other copies. (Nonrecord material). Destroy when obsolete or superseded.~~ *GH 4/5/2005*

   b. [RESERVED]

   c. "How to Complete Forms" Training Aids. (Paper and Electronic) *GH 4/5/2005*

      Destroy when aid is revised or superseded.

3. <u>Security Documents Files</u>. This information constitutes the input data for the database and serves as the system support/reconstitution information and is more restricted than the IR ISSO Document database. Only limited DACS staff members can create and remove documents from this file. Other DACS members can view-only. Items contained in this file range from audit tracking information to production user packages used for mailing security access information to records management. Actual categories currently in effect in this file are Audit Tracking, Completed User Packages (forms only), and Records Management. This file was initially intended to hold SOPs and documents used by the branch for which regular change was not needed, i.e., those documents used for daily reference such as security package forms. DACS has recently had a new software package called ProcedureWrite© made available for development and housing of SOPs. This file may become a migration place for reference documents from the ISSO Document database, leaving the ISSO Document database as a working document library only, rather than the mixed use it currently has.

   Disposition:

   a. Audit Tracking records related to GAO or IG audits.

      Cut off after completion of all audit activity. Destroy/delete 7 years after cutoff.

   b. [RESERVED]

4. <u>Electronic Mail, Spreadsheet, and Word Processing System Copies</u>. Electronic copies of records that are created on electronic mail, spreadsheet, 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, spreadsheet, and word processing systems that are maintained for updating, revision, or dissemination.

Disposition:

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 or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

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

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

   Destroy/delete when dissemination, revision, or updating is completed.