

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	N1-51-06-1
1 FROM (Agency or establishment) Executive Office of the President		DATE RECEIVED	6/6/06
2 MAJOR SUBDIVISION Office of Management and Budget		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION National Security Division			
4 NAME OF PERSON WITH WHOM TO CONFER Aimee M. Felker	5 TELEPHONE 202 395 6471	DATE 12/21/11	ARCHIVIST OF THE UNITED STATES WITHDRAWN

6 AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in the matters pertaining to the disposition of its records and that the records proposed for disposal attached 4 page(s) are not 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 3/15/2006	SIGNATURE OF AGENCY REPRESENTATIVE <i>Aimee M. Felker</i>	TITLE Records Officer
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7 ITEM NO	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Classified Electronic Communication System(s)		

**Executive Office of the President
Office of Management and Budget**

**Classified Electronic Communications System(s)
Records Disposition Authority (SF 115)**

The following records disposition schedule applies to the records of the Executive Office of the President that are created or received on the Office of Management and Budget (OMB) classified electronic communications (mail) system(s) after July 1, 2004. The purpose of this system is to collect budget information from federal agencies whose budget-related materials are classified.

At the time this schedule was written the classified electronic communications systems included Secret Internet Protocol Network (SIPRNET), a SECRET level classified electronic mail system provided to OMB by the White House Communications Agency (WHCA) beginning July 1, 2004, and the Joint Worldwide Intelligence Communications System (JWICS), a TOP SECRET level classified electronic mail system provided to OMB since 2003 by the National Security Agency (NSA) and from July 2005 by WHCA. Both systems utilize Microsoft Office software. The recordkeeping copy of each incoming message is captured upon receipt. The recordkeeping copy of each outgoing message is captured upon transmission. SIPRNET attachments are decrypted upon entry into the system, some email and attachments on JWICS may require PKI certificates for decryption.

The classified e-mail system connects the OMB Defense and International Affairs Divisions to the Department of Defense's SIPRNet and the Department of State's Cable Xpress system. Limited connectivity may be provided to the OMB Homeland Security Branch and Office of Information and Regulatory Affairs (OIRA) as needed. SIPRNET is used by approximately fifty users and is limited to OMB staff in the International Affairs and National Security Divisions, the Associate Director for National Security Programs, OMB Homeland Security Branch and Office of Information and Regulatory Affairs (OIRA). JWICS is used by less than ten users in the Intelligence Branch.

The disposition instructions approved by this schedule may be applied to subsequent classified electronic communication systems that may supersede SIPRNET and/or JWICS.

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Executive Office of the President
Office of Management and Budget

Classified Electronic Communications System(s)
Records Disposition Authority (SF 115)

1 **Electronic Mail Master File**

E-mail messages (including but not limited to phone messages, appointments, tasks, and notes) that are created or received on the OMB classified electronic communications system(s) E-mail records include transmission (identities of the sender and recipient, and the date of transmittal) and receipt metadata The records consist of e-mail messages and attachments

DISPOSITION **PERMANENT**

DISPOSITION INSTRUCTION Cut off at the end of each Presidential Administration Transfer master data file to NARA in accordance 36 CFR 1228 or applicable guidance that may supersede 36 CFR 1228

2 **Electronic Mail Documentation**

Documentation for each data file includes information such as the format of the data file and/or the context in which the data file was created, including PKI certificates or documentation required for accessing attachments

DISPOSITION **PERMANENT**

WITHDRAWN

DISPOSITION INSTRUCTION Cut off at the end of each Presidential Administration Transfer a copy of the documentation with the records described in 1 (above) to NARA in accordance 36 CFR 1228 or applicable guidance that may supersede 36 CFR 1228 Transfer any updates to the documentation with subsequent records' transfers

3 **Outputs**

- a Outputs, including by not limited to printout and reports, whose related records series have been appraised by OMB to have permanent value

DISPOSITION **PERMANENT**

DISPOSITION INSTRUCTION File with related records series
Delete/Destroy according to related record series disposition authority

- b Outputs, including by not limited to printout and reports, whose related records series have been appraised by OMB to have non-permanent value

DISPOSITION **TEMPORARY**

DISPOSITION INSTRUCTION File with related records series
Delete/Destroy according to related record series disposition authority

**Executive Office of the President
Office of Management and Budget**

**Classified Electronic Communications System(s)
Records Disposition Authority (SF 115)**

- 4 **Electronic Version of the E-Mail Records on "Live" Classified System(s)**
These records are the "user" copies. Deletion will not impact the recordkeeping copy.

DISPOSITION **TEMPORARY**

DISPOSITION INSTRUCTION Delete when OMB determines it is no longer needed for current business

- 5 **Indices**
Lists maintained on the system of the contents of electronic folders of the system(s) users

DISPOSITION **TEMPORARY**

DISPOSITION INSTRUCTION Delete when OMB determines it is no longer needed for administrative, legal, audit or other operational purposes

6. **Distribution Lists**
Mailing lists created by users for sending e-mail messages to groups of recipients. All recipients of e-mail messages are identified in full on the message itself.

DISPOSITION **TEMPORARY**

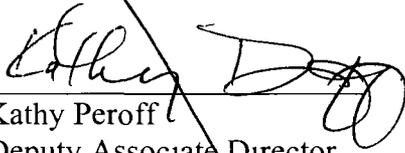
DISPOSITION INSTRUCTION Delete when OMB determines it is no longer needed for administrative, legal, audit or other operational purposes

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Executive Office of the President
Office of Management and Budget

Classified Electronic Communications System(s)
Records Disposition Authority (SF 115)

Approvals

 3/7/06
Kathy Peroff
Deputy Associate Director
National Security Programs
Office of Management and Budget

 3/10/06
Steven Aitken
Deputy General Counsel
Office of Management and Budget

 14 FEB 2006
COL Howard Cohen
Commander
White House Communications Agency


John Straub
Acting, Chief Information Officer
Office of Administration

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