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| REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i> | | LEAVE BLANK (NARA use only) | |
| TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408 | | JOB NUMBER | N1-364-963 |
| 1 FROM (Agency or establishment) EXECUTIVE OFFICE OF THE PRESIDENT | | DATE RECEIVED | 8/27/96 |
| 2. MAJOR SUBDIVISION OFFICE OF ADMINISTRATION | | NOTIFICATION TO AGENCY | |
| 3. MINOR SUBDIVISION RECORDS MANAGEMENT OFFICE | | 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 | |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 NAME OF PERSON WITH WHOM TO CONFER Nell Doering | 5 TELEPHONE (202) 395-6471 | DATE | ARCHIVIST OF THE UNITED STATES WITHDRAWN |

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 on the attached _____ 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 8/27/96 | SIGNATURE OF AGENCY REPRESENTATIVE <i>Nell Doering</i> | TITLE EOP RECORDS MANAGEMENT OFFICER |
|------------------------|---|--|

| 7. ITEM NO. | 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9 GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
|-------------|---|----------------------------------|----------------------------------|
| | <p>Executive Office of the President Office of the United States Trade Representative</p> <p>Novell Lan Management System Records Schedule (NOTE: For the e-mail application - this schedule only covers e-mail records created prior to July 15, 1994)</p> | | |

JUL 22 1999 MHR

Withdrawn

**EXECUTIVE OFFICE OF THE
PRESIDENT**

**OFFICE OF THE UNITED STATES
TRADE REPRESENTATIVE**

**NOVELL LAN MANAGEMENT SYSTEM
RECORDS SCHEDULE**

(NOTE: FOR THE E-MAIL APPLICATION - THIS
SCHEDULE ONLY COVERS E-MAIL RECORDS CREATED
PRIOR TO JULY 15, 1994)

**PREPARED BY
EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF ADMINISTRATION
INFORMATION SYSTEMS AND TECHNOLOGY DIVISION
RECORDS MANAGEMENT OFFICE
JUNE 12, 1996**

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF THE UNITED STATES TRADE REPRESENTATIVE

NOVELL LAN MANAGEMENT SYSTEM
RECORDS SCHEDULE CONTENTS

GROUPWISE/WORDPERFECT OFFICE E-MAIL APPLICATIONS

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ATTACHMENT 1

INFORMATION NOTE (GRS ITEMS)

GROUPWISE/WORDPERFECT OFFICE E-MAIL APPLICATIONS

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EXECUTIVE OFFICE OF THE PRESIDENT**OFFICE OF THE UNITED STATES TRADE REPRESENTATIVE (USTR)**

This schedule applies to Novell LAN Management System in the Data Center at the Office of the United States Trade Representative (USTR), Executive Office of the President (EOP).

GROUPWISE/WORDPERFECT OFFICE E-MAIL APPLICATIONS

The following applies to the records created or received on USTR's electronic communication system prior to July 15, 1994.

1. **E-Mail Records.** E-mail messages created and received by USTR users on the USTR GroupWise/WordPerfect Office electronic communications system that have been determined to be Federal records. E-mail records include transmission data (identities of sender and recipient, and the date and time of transmittal), and receipt data, where necessary. The records consist of the message and any attachments (including drafts). Nonrecord material will be deleted after monitoring. All Federal records will be transferred to an electronic recordkeeping system for preservation. The electronic recordkeeping system has key-word search capability and can produce message reports.
 - A. **Master Data File of E-Mail Records on Recordkeeping System.** (Not authorized for disposal by the General Records Schedules - See Attachment 1 - Information Note (GRS Items), item 3 on page 6 of this schedule).

Inclusive Dates (Unclassified): August 15, 1991 through July 14, 1994.

Inclusive Dates (Classified): October 1, 1993 through July 14, 1994.

Arrangement Statement (Unclassified and Classified):
E-Mail messages are arranged alphabetically by sender.

Statement of Restrictions (Unclassified and Classified): Some of the records may be subject to Freedom of Information Act (FOIA) exemptions (b)(1) through (b)(6).

Current Volume (Unclassified): 1 CD.

Current Volume (Classified): 1 CD.

DISPOSITION: PERMANENT

Transfer master data files to NARA at the end of each four-year Presidential term or annually when no longer needed for administrative purposes in accordance with NARA procedures and with 36 CFR 1228.

- B. Documentation - E-Mail Records.** The documentation for each data file will include any additional information about the format of the data file and/or the context in which the data file was created.

Inclusive Dates (Unclassified): August 15, 1991 through July 14, 1994.

Inclusive Dates (Classified): October 1, 1993 through July 14, 1994.

Arrangement Statement (Unclassified and Classified): No special arrangement.

Statement of Restrictions (Unclassified and Classified): There are no Freedom of Information Act restrictions.

Current Volume (Unclassified): Less than one cubic foot.

Current Volume (Classified): Less than one cubic foot.

DISPOSITION: PERMANENT

Transfer a copy of the Documentation - E-mail Records to NARA with the records described in 1.A. above.

~~Transfer any updates to the documentation with subsequent transfers of records.~~

NOTE: All transfers of documentation will conform with requirements in 36 CFR 1228 and NARA procedures.

- C. E-Mail Messages Index.** The index to e-mail messages includes the unique file identifier, identity of sender, subject, and recipients.

Inclusive Dates (Unclassified): August 15, 1991 through July 14, 1994.

Inclusive Dates (Classified): October 1, 1993 through July 14, 1994.

Arrangement Statement (Unclassified and Classified): The index to e-mail messages is arranged alphabetically by sender.

Statement of Restrictions (Unclassified and Classified): There are no Freedom of Information Act restrictions.

Current Volume (Unclassified): 1 CD.

Current Volume (Classified): 1 CD.

DISPOSITION: PERMANENT

Transfer master data file of E-Mail Messages Index to NARA with the records described in 1.A. above in accordance with 36 CFR 1228 and with NARA procedures.

- D. **Documentation - E-Mail Messages Index.** The documentation for each data file will include any additional information about the format of the data file and/or the context in which the data file was created.

Inclusive Dates (Unclassified): August 15, 1991 through July 14, 1994.

Inclusive Dates (Classified): October 1, 1993 through July 14, 1994.

Arrangement Statement (Unclassified and Classified): No special arrangement.

Statement of Restrictions (Unclassified and Classified): There are no Freedom of Information Act restrictions.

Current Volume (Unclassified): Less than one cubic foot.

Current Volume (Classified): Less than one cubic foot.

DISPOSITION: PERMANENT

Transfer a copy of the Documentation - E-mail Messages Index to NARA with the records described in 1.A. above. Transfer any updates to the documentation with subsequent transfers of records.

NOTE: All transfers of documentation will conform with requirements in 36 CFR 1228.

- E. **User Distribution Lists.** Mailing lists on the GroupWise/WordPerfect Office System created by users for sending e-mail messages to groups of recipients. All recipients of e-mail are identified in full on the message itself.

DISPOSITION: TEMPORARY

Delete when no longer needed for administrative, legal, audit, or other operational purposes.

- F. **User Indices.** Lists maintained on the system of the contents of electronic folders of GroupWise/WordPerfect Office users. This is a dynamically changing list.

DISPOSITION: TEMPORARY

Delete when no longer needed for administrative, legal, audit, or other operational purposes.

GROUPWISE/WORDPERFECT OFFICE APPLICATION

2. **Federal Record Calendars (Appointments, Task Tracking and Notes) Created on the GroupWise/WordPerfect Office System of Designated High-Level Officials.** Federal calendars created by and/or for the United States Trade Representative designated high-level officials

- A. **Electronic Version.**

DISPOSITION: TEMPORARY

- B. **Paper Version.**

DISPOSITION: PERMANENT

Monthly calendars have been printed and inter-filed in the designated official recordkeeping system and transferred to NARA according to the approved schedule controlling those records.

ATTACHMENT 1

INFORMATION NOTE (GRS ITEMS): The following applications are authorized for disposition under the NARA General Records Schedule

GROUPWISE/WORDPERFECT OFFICE E-MAIL APPLICATIONS

1. **Backup Tapes - E-Mail Applications.** System backup tapes created from August 15, 1991 through July 14, 1994, on the Novell LAN Computer System which includes Novell Operating System related software, Federal applications, e-mail messages, index to e-mail messages, copies of temporary records authorized for destruction, nonrecord materials, user indices and user distribution lists, Federal Record calendars, bulletin board, and records that are duplicated elsewhere for preservation and disposition.

DISPOSITION: TEMPORARY

File identical to records scheduled for transfer to the National Archives. 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, Item 8.a.).

2. **Bulletin Board.** The Bulletin Board is used to notify GroupWise/WordPerfect Office users of scheduled events such as blood drives, classroom training, and insurance open seasons. The record copy of announcements is maintained in the files of the originating office and is separately scheduled.

DISPOSITION: TEMPORARY

Destroy when three months old, or when no longer needed, whichever is sooner (GRS 23, Item 7.c., and GRS 20, Item 3.a.).

3. **E-mail Records in the Recordkeeping System.** E-mail records in the recordkeeping system that are scheduled for disposal under one or more items in GRS 1-16, 18, 22, or 23; EXCLUDING those that replace or duplicate the following GRS items: GRS 1, items 21, 22, 25f, GRS 12, item 3; and GRS 18, item 5.

DISPOSITION: TEMPORARY

Delete after the expiration of the retention period authorized by the GRS or when no longer needed, whichever is later (GRS 20, Item 3.a.).

4. **Electronic Versions of the Records on the "Live" System Authorized for Disposal or Copied to the Master Data File.**

DISPOSITION: TEMPORARY

Delete from the e-mail system after copying to the recordkeeping system (GRS 20, Item 14).

5. **Federal Record Calendars (Appointments, Task Tracking, and Notes) of Staff (Other than Designated High-level Officials).**

DISPOSITION: TEMPORARY

Destroy or delete when two years old (GRS 23, Item 5.a.), and GRS 20, Item 3.a.).