INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE
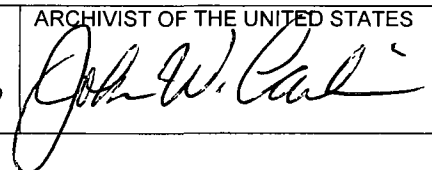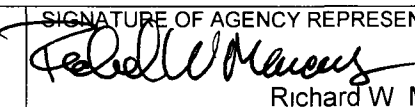
Schedule Number: N1-064-00-006

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

One-time disposition. Records have been destroyed.

Date Reported: 5/26/2021

REQUEST FOR RECORDS DISPOSITION AUTHORITY	JOB NUMBER N1–064–00–6	

To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001	Date received 3/7/2000

1 FROM (Agency or establishment) National Archives & Records Administration	NOTIFICATION TO AGENCY
2 MAJOR SUBDIVISION Office of Human Resources & Information Services	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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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 Technology Services Division	

4. NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE NUMBER	DATE	ARCHIVIST OF THE UNITED STATES
Barry Roginski	301-713-6415 x263	6-22-00	John W. Carl

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 ___1___ 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 MAR 6 2000	SIGNATURE OF AGENCY REPRESENTATIVE Richard W Marcus	TITLE NARA 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 page(s)		

Agency nwmd nwmw nr

Item 1. <u>Records created and/or maintained by NARA in response to the Y2K computer problem.</u>

A.   Policy and planning records
     Records that document the overall planning of NARA's response to the Y2K computer
     problem. Included are such records as minutes of meetings, project plans, decision
     documents, Business Continuity and Contingency Plan, "Day-1" plans, e-mail messages,
     graphic representations of plans.

        Retire to a records center within 6 months of close of project.
        Destroy when 10 years old.

B.   Implementation records
     Records created during the implementation of NARA's Y2K plan. Included are such
     records as system certifications, contingency plans, records discussing specific systems and
     their Y2K problems, implementation plans, IG inquiries, meeting minutes/notes, budget
     files.

     1. Records created and/or maintained by NH

        a) Automated systems used as part of the implementation phase or to track
        implementation progress. Includes but not limited to such systems as *NARA Y2K*, and
        Component Track

            Delete data and related software 2 years after completion of project.

        b) All other records.

            Retire to a records center facility within 6 months of close of the project.
            Destroy when 10 years old.

     2. Records created and/or maintained by all other offices.

            Retire to a records center facility within 6 months of close of project.
            Destroy when 5 years old.

C.   Procurement records
     Records created as part of the awarding and administration of contracts related to the Y2K
     computer problem.

            Destroy in accordance with Appendix 5, Property and Procurement.

        Cross reference as an author 4(

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D. Electronic Mail and Word Processing System Copies

Electronic copies of records that are created on electronic mail 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 and word processing systems that are maintained for updating, revision, or dissemination.

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 when dissemination, revision, or updating is completed.