

**SF 115 for Records Relating to Computer/Electronic Accommodations Program (CAP)
(August 25, 2003)**

File No. xxx: Computer/Electronic Accommodations Program (CAP): Records created and maintained regarding requests for assistive technology, devices, and services offered through CAP, which is located within the Department of Defense (DOD). The Information Resources Policy and Projects Division (NHP) is NARA's liaison to the DOD/CAP Office and is responsible for the function of processing CAP requests. Equipment and services are made available through CAP to NARA employees with disabilities as part of NARA's reasonable accommodations program. To comply with Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794(d)), and the Workforce Investment Act of 1998, NARA offices also request CAP equipment and services for members of the public with disabilities so that they can use NARA information technology equipment in NARA facilities. (See file no. 3XX for records relating to other types of reasonable accommodations for qualified employees and applicants with disabilities.)

NOTE: To the extent that CAP records are accessible by personal identifiers, maintain the records in accordance with the Privacy Act of 1974 (5 U.S.C. § 552).

Item 1. File No. XXX-1: Textual records pertaining to requests from individuals and offices: Forms, emails, medical documentation, and related records maintained by the CAP Administrator.

Proposed Disposition: Cut off the records at the end of the fiscal year in which the CAP request is approved or denied. Destroy the records 5 years after cutoff or when the requested item(s) is/are upgraded, whichever is sooner.

Item 2. File No. XXX-2: Electronic tracking database.

Proposed Disposition: Delete data pertaining to the CAP request when the data are no longer needed for administrative or reference use.

Item 3. File No. X99: Word Processing Files and Email Records.

a. File No. X99-1: Word processing files. Documents such as letters, memoranda, reports, handbooks, directives, and manuals recorded on electronic media, such as hard disks or floppy diskettes, after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes.

Proposed Disposition: Delete from the word processing system when no longer needed for updating or revision.

b. File No. X99-2: Email records. Senders' and recipients' versions of email messages that meet the definition of Federal records, and any attachments to the record messages after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes.

Proposed Disposition: Delete from the email system after copying to a recordkeeping system.

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NOTE: Along with the message text, the recordkeeping system must capture the names of sender and recipients and date (transmission data for recordkeeping purposes) and any receipt data when required.