

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-064-08- 2	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 1/3/08	
1. FROM (Agency or establishment) National Archives & Records Administration		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office of Records Services - Washington		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Electronic/Special Media Records Services Division			
4. NAME OF PERSON WITH WHOM TO CONFER Richard Marcus	5. TELEPHONE NUMBER 301-837-1942	DATE 1/22/08	ARCHIVIST OF THE UNITED STATES J. M. W. [Signature]
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 <u>1</u> 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, <div style="text-align: center; margin-top: 10px;"> <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested. </div>			
DATE DEC 26 2007	SIGNATURE OF AGENCY REPRESENTATIVE [Signature] 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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<u>Accessions Management Information System (AMIS)</u> See attached page(s).		

Accessions Management Information System (AMIS)

AMIS tracks accessions of electronic records as they are processed. It provides workflow capability that controls and routes processing jobs to the requisite staff. It also maintains metadata regarding each records accession.

- 1) Metadata relating to individual accessions of datafiles accessioned by the National Archives.

Delete when system is retired.

[This will occur after data have been migrated to ERA and verified, access to AMIS metadata through ERA is verified, and ERA is fully functional.]

- 2) Workflow data that record the processing details for each accession.

Delete when system is retired.

[This will occur after data have been migrated to ERA and verified, access to AMIS metadata through ERA is verified, and ERA is fully functional.]

- 3) User Profiles

GRS

Delete when system is retired.

- 4) Audit logs

GRS

Delete data when 2 years.

- 5) System documentation

GRS

Retain all versions until system is retired. Destroy when system is retired.