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| REQUEST FOR RECORDS DISPOSITION AUTHORITY | | JOB NUMBER N1-064-08-3 | |
| To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001 | | Date received 11/3/08 | |
| 1. FROM (Agency or establishment) National Archives & Records Administration | | NOTIFICATION TO AGENCY 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. | |
| 2. MAJOR SUBDIVISION Office of Records Services - Washington | | | |
| 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 8/28/08 | ARCHIVIST OF THE UNITED STATES |
| 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, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested. | | | |
| DATE DEC 26 2007 | 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 GRS OR SUPERSEDED JOB CITATION | 10.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) |
| | <u>Archival Electronic Records Inspection and Control System (AERIC)</u> See attached page(s). | | |

Archival Electronic Records Inspection and Control System (AERIC)

AERIC preserves the logical structure of datafiles, and verifies that the records received are those supported by the accompanying documentation. AERIC data consists of information about the structure of the datafiles.

AERIC has a total of four instances: Unclassified, Title-13, TS and TS/SCI.

1) Data relating to permanent, accessioned datafiles

Update or revise as needed. Delete data when related datafiles are deaccessioned.

~~2) Electronic Reports~~

Delete when datafiles have been verified.

GRS 20/16

~~3) Audit logs~~

Delete when 2 years old.

GRS 20/12

~~4) User profiles~~

Delete individual profiles 6 months following deactivation.

GRS 20/12

~~5) System documentation~~

Retain most recent version. Destroy when system is retired.

GRS 20/361