REQUEST FOR RECORDS DISPOSITION AUTHORITY	JOB NUMBER *NI-064-08-8*
To: NATIONAL ARCHIVES AND RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001	Date received *3/27/08*

1. FROM (Agency or establishment) National Archives and Records Administration	**NOTIFICATION TO AGENCY**
2. MAJOR SUBDIVISION Office of Administration	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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 Facilities & Personal Property Management Division (NAF)	

4. NAME OF PERSON WITH WHOM TO CONFER Laurence C. Patlen	5. TELEPHONE NUMBER 301-837-2038	DATE *6/25/08*	ARCHIVIST OF THE UNITED STATES *Allen Weinstein*

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 2 7 2008	SIGNATURE OF AGENCY REPRESENTATIVE	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 GRS OR SUPERSEDED JOB CITATION	10.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)
	Property Management System (IPM) Records (See attachment.)		

SA 6/30/08 copies sent to Agency, NWMW, NWCT, NR

PROPERTY MANAGEMENT SYSTEM (IPM)

An automated system used to identify and manage accountable personal property in NARA.

Item

1. Integrated Property Management (IPM) Database.

    Electronic file that contains information identifying accountable personal property in NARA. Records were created before December 2007

    DISPOSITION: Delete when current data is migrated to a new property management system and verified, and the new system is operational.

2. Reports and Statistics (ad hoc and periodic).

    Reports and spreadsheets produced from the database.

    DISPOSITION: Destroy when 3 years old or when no longer needed for administrative or business use, whichever is sooner.

3. System Documentation

    Files include operating and technical manuals or equivalent documentation.

    DISPOSITION: Maintain for life of system and destroy/delete when no longer needed for operational purposes, whichever is later.

4. Disaster Recovery Backup Files.

    Backup files consisting of data identical in physical format to the database and kept in case the database is damaged or inadvertently erased.

    DISPOSITION: Delete when 60 days old.