

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NF-064-08-11</i>	
To: NATIONAL ARCHIVES AND RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>7/7/08</i>	
1. FROM (Agency or establishment) National Archives and 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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, DC (NW)			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Laurence C. Patlen	5. TELEPHONE NUMBER 301-837-2038	DATE <i>12/8/08</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Smith</i>
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 JUL - 2 2008	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>		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 GRS OR SUPERSEDED JOB CITATION	10.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>Master Location Register System (MLR)</u> (See attachment.)		

MASTER LOCATION REGISTER SYSTEM (MLR)

The Master Location Register (MLR) is a system that maintains location data and descriptive information for records stored by NARA's Office of Records Services – Washington, DC (NW) in Washington, DC, area archival facilities.

Item

1. Master Location Register (MLR) Database.

Electronic file that contains information identifying locations and descriptive information for records stored by NARA's Office of Records Services – Washington, DC.

DISPOSITION: Cut off when data is migrated to a new location management system. Delete after migrated data is 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 each backup when 2 months old.

NARA File # 820 (N1-64-02-2, item 2)