REQUEST FOR RECORDS DISPOSITION AUTHORITY	JOB NUMBER N1-064-08-12

To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001	Date received 7/24/08

NOTIFICATION TO AGENCY

1 FROM (Agency or establishment) National Archives & Records 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

2. MAJOR SUBDIVISION Office of Information Services
3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE NUMBER	DATE	ARCHIVIST OF THE UNITED STATES
Richard Marcus	301-837-1942	3/6/09	Adrienne Thomas

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 ___5___ 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 JUL 1 4 2008	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 GRS OR SUPERSEDED JOB CITATION	10.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)
	Information Services See attached page(s).		

Item
No.

I. CHIEF INFORMATION OFFICER (CIO)

1.	A.	ALL RECORDS FOR THE FOLLOWING FUNCTIONS: Compliance [GRS27/4] Reporting to OMB or elsewhere, as required of the CIO CIO Council Information Assurance System Accreditation Audit response/resolution IT Governance [Technical Review Group (TRG)]	Cut off files annually. DESTROY/DELETE 7 years after cutoff.
2	B.	~~Enterprise~~ Architecture	Cut off files annually. DESTROY/DELETE 7 years after cutoff. [GRS 27/2]
3	**II. IT POLICY** 8xx series of NARA directives		DESTROY/DELETE when superseded.
4.	**III. CAPITAL PLANNING** Maintain records by system		DESTROY/DELETE 5 years after system is retired. [~~GRS 27/2~~]
5.	**IV. SYSTEMS DEVELOPMENT** Maintain records by system.		DESTROY/DELETE 5 years after system is retired.
	V. INFRASTRUCTURE OPERATIONS & MAINTENANCE A. NETWORK "OWNERSHIP"		
6.	1. NARANet Planning Documents		Cut off annually. DESTROY/DELETE when 5 years old.
7.	2. Desktop Management/Software Approval		Cut off annually. DESTROY/DELETE when 5 years old.
8.	3. PC Baseline Management		DESTROY/DELETE records related to each specific baseline 5 years after baseline is superseded.
	B. NETWORK SUPPORT		

9.	1. ALL RECORDS WITH THE EXCEPTION OF THOSE LISTED SEPARATELY BELOW.	DESTROY/DELETE when particular software, hardware or network components are changed, modified or retired.
10.	2. Incident Management (excluding IT security incidents)	Cut off when incident is resolved DESTROY/DELETE when 1 year old.
11.	3. System Test plans	DESTROY/DELETE when 3 years old.
12.	~~4. System backups~~ ~~a. Daily incrementals.~~	~~DESTROY/DELETE at the end of each week after full backup is made and verified. (N1-64-02-02 Item 1)~~
13.	~~b. Full backups~~	~~DESTROY/DELETE each backup when 2 months old. (N1-64-02-02 Item 2)~~
	C. IT ASSET MANAGEMENT	
14.	1. ALL RECORDS WITH THE EXCEPTION OF THOSE LISTED SEPARATELY BELOW.	DESTROY/DELETE/delete when 3 to 5 years old. ~~[GRS24/3a]~~ [1]
	2. Computer/Electronic Accommodations Program (CAP).	N1-064-03-08, Items 1&2
	a. Textual records pertaining to requests for assistive technology: Forms, e-mails, medical documentation, and related records maintained by the CAP Administrator.	Cut off records for each CAP request at the end of the fiscal year in which the request is approved or denied.
15.	(1) Approved Requests	DESTROY records when the requested assistive technology item(s) is/are upgraded
16.	(2) Denied Requests:	DESTROY when no longer needed for administrative OR reference use.
17.	~~b. Electronic tracking database.~~	~~DELETE data pertaining to a CAP request when the data are no longer needed for administrative OR reference use.~~
18	D. IT SERVICES PERFORMANCE	DESTROY/DELETE/delete 1 year after service level agreement, procedures or measures are superseded or terminated.
	E. TELECOMMUNICATIONS	

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[1] Retention bands, although specifying a range of years, actually require that specific retention periods be selected for each records series and kept in effect for an entire FY.

~~20.~~ 19 .	2. Repair tickets	DESTROY/DELETE when 3 years old.
~~21.~~ 2 b .	3. Site installation files	DESTROY/DELETE when superseded/ obsolete.

F. HELP DESK MONITORING

~~22.~~ 21 .	1. ALL RECORDS WITH THE EXCEPTION OF THOSE LISTED SEPARATELY BELOW.	DESTROY/DELETE when no longer needed for review and analysis.
~~23.~~ 22 .	2. Contractor performance related monitoring	DESTROY/DELETE/delete 3 years after agreement, procedures, or measures are superseded or terminated.

G. ACQUISITIONS SUPPORT

~~24.~~ 23 .	1. Acquisitions at or below simplified threshold	Cut off on final payment. DESTROY/DELETE when 3 years old.
~~25.~~ 24 .	2. Acquisitions above the simplified acquisition threshold	Cut off on final payment. DESTROY/DELETE when 7 years old.

VI. **IT SECURITY**

[GRS 24/5]

~~26.~~ 25 .	A. INTRUSION DETECTION	Cut off scan reports at end of fiscal year. DESTROY/DELETE reports 1 year after cutoff.
~~27.~~ 26 .	B. INCIDENT RESPONSE – UNCLASSIFIED SYSTEMS	Cut off files/records at end of fiscal year. DESTROY/DELETE 1 year after cutoff.
~~28.~~ 27 .	C. INCIDENT RESPONSE – CLASSIFIED SYSTEMS	Cut off files/records at end of fiscal year. DESTROY/DELETE 3 years after cutoff.
~~29.~~ 28 .	D. CERTIFICATION AND ACCREDITATION (C&A)	Overwrite/delete superseded documentation for each system. Identify defunct systems annually. DESTROY/DELETE related documentation for those systems.
~~30.~~ 29 .	E. USER AWARENESS	DESTROY/DELETE records and data when no longer needed for legal or operational purposes.

VII. **DATA MANAGEMENT**

~~31.~~ 30 .	A. ALL RECORDS WITH THE EXCEPTION OF THOSE LISTED SEPARATELY BELOW.	DESTROY/DELETE when superseded.

32.3¹ **B. SYSTEM–SPECIFIC DATA MANAGEMENT**
Maintain by system.

DESTROY/DELETE 3–5 years after system is retired.[2]

33.3² **VIII. SYSTEM ENGINEERING**

Maintain records by system project.

DESTROY/DELETE 5 years after system or technology is retired.

IX. ~~RECORDS MANAGEMENT~~

33.34 ~~A. ALL RECORDS WITH THE EXCEPTION OF THOSE LISTED SEPARATELY BELOW.~~

~~Carry over active files from previous fiscal year. Cut off inactive files at end of fiscal year in which activity ceases or project ends.~~
~~DESTROY/DELETE 5 years after cutoff. (N1-64-03-5, item 3a)~~

34.35 ~~B. SCHEDULING CASE FILES.~~
~~Includes: Standard Forms (SF) 115, Request for Records Disposition Authority, and attachments; correspondence; notes; and other supporting documentation.~~

~~Carry over active files from previous fiscal year.~~
~~DESTROY/DELETE when superseded. (N1-64-03-5, item 3b)~~

35.36 ~~C. ACCESSIONING CASE FILES.~~
~~Includes: SF 258s, Agreement to Transfer Records to the National Archives of the United States, and folder/box lists; correspondence; notes; and other supporting documentation.~~

~~Carry over active files from previous fiscal year.~~
~~DESTROY/DELETE when no longer needed for administrative use. (N1-64-03-5, item 3c)~~

X. FORMS MANAGEMENT

36.37. **A. ALL RECORDS WITH THE EXCEPTION OF THOSE LISTED SEPARATELY BELOW.**

DESTROY/DELETE when superseded.

37.38. **B. ~~FORMS CASE FILES~~**
Maintain by form.

DESTROY/DELETE a forms case file 5 ~~years after specific~~ form is cancelled. ~~[GRS 16, item 3a]~~

NOTE: If a form is superseded (assigned a new form number), file related records in case file for successor form.

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[2] See note above regarding applying retention bands.

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~~39.~~ **XI.** **OMB INFORMATION
COLLECTIONS**

Break file when approval/renewal period expires.
DESTROY/DELETE no sooner than time of expiration but no later than 3 years after expiration of succeeding renewal period.

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~~40.~~ **XII.** **INFORMATION QUALITY**

Break files according to fiscal year.
DESTROY/DELETE when 3 years old.