


REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-06409-3</i>	
To NATIONAL ARCHIVES AND RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>4/27/09</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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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>8/28/09</i>	ARCHIVIST OF THE UNITED STATES <i>Adrianne Thomas</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 APR 17 2009	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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	URTS - <u>Unclassified Redaction and Tracking System</u> (See attachment)		

URTS - Unclassified Redaction and Tracking System

System used to process FOIA requests on holdings. The system documents decisions on requests, including release, withholding in full or in part, and appeals. Enables NARA to track FOIA requests as case files.

Item No	Description	Superseded Job / item no
1	<p>Case files</p> <p>Administrative data used to index documents that contain, and process FOIA requests for records containing controlled unclassified information (CUI). Files contain an index of paper records, scanned images (of paper records) or born digital (electronic) records. The files record access decisions, including final decisions made and related scanned documents with any redactions.</p> <p><u>Disposition</u> Delete case file when all related records have been released in full or when no longer needed for administrative responsibilities, whichever is later.</p>	
2	<p>Access Copies of Controlled Unclassified (CUI) Archival Holdings</p> <p>Copies of born digital (electronic) CUI records. The permanent copy of these records is preserved in NWME. These copies are searched and reviewed in response to FOIA requests.</p> <p><u>Disposition</u> Delete from the system when the originals have been released in full.</p>	
3	<p>Report Files</p> <p>Reports and spreadsheets produced from the database.</p> <p><u>Disposition</u> Destroy when 3 years old or when no longer needed for administrative or business use, whichever is later.</p>	
4	<p>Audit trail data</p> <p><u>Disposition</u> Delete/destroy when no longer needed for administrative, legal, audit, or other operational purposes.</p>	(GRS 20, item 1c)
5	<p>Disaster recovery backup files</p> <p>Backup files consisting of data identical in physical format to the database and kept in case the database is damaged or inadvertently erased.</p> <p><u>Disposition</u> Destroy each backup when 2 months old.</p>	(Use NARA 820-2 (N1-64-02-2, item 2))
6	<p>System documentation.</p> <p>Data, file, and output specifications and user guides.</p> <p><u>Disposition</u> Cut off at end of year in which system documentation is superseded or obsolete. Destroy/delete 2 years after cutoff.</p>	<p>GRS 20, item 11a(1)</p>