REQUEST FOR RECORDS DISPOSITION AUTHORITY	JOB NUMBER *NI-064-09-4*
To. NATIONAL ARCHIVES AND RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001	Date received *4/27/09*

1 FROM (Agency or establishment) National Archives and Records Administration	**NOTIFICATION TO AGENCY**
2 MAJOR SUBDIVISION Office of Records Services – Washington, DC (NW)	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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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	

4 NAME OF PERSON WITH WHOM TO CONFER Laurence C Patlen	5. TELEPHONE NUMBER 301-837-2038	DATE *8/28/09*	ARCHIVIST OF THE UNITED STATES *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 _2_ 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 APR 1 7 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	ADRRES - Archival Declassification, Review and Redaction System (See attachment)		

ADRRES - Archival Declassification, Review and Redaction System

System used in implementing Executive orders to exempt Federal agency records that contain sensitive information, that would otherwise be released automatically per a predetermined schedule   The system documents decisions of agencies (equities) to release, exempt, or select a future date for declassification or re-review of particular documents   Enables NARA to notify agencies that a document will be released or selected for re-review   Also processes document reviews for release in response to FOIA requests

Item No	Description	Superseded Job / item no
1	**Project/Case files.** Project/Case files are created for every declassification review project, Freedom of Information Act (FOIA) request (for classified and unclassified records), and Mandatory Review (MDR) requests for classified records Project/Case files record, index and track documents withdrawn for agency review, monitor project status, review decisions made by external agencies, record external agency actions/suggestions (i e disposition decisions, suggested review by other agencies, and record sanitization information for exempt docs), and document declassification decisions made on documents in the project Project/Case files can include scans of unredacted and redacted documents in the collection, and copies of any digital documents Disposition Delete project/case file when all associated records (holdings) have been released in full or when no longer needed for administrative responsibilities, whichever is later	
2	**Access Copies of Classified Archival Holdings.** Copies of born digital (electronic) classified records The permanent copy of these records is preserved in NWME These copies are searched and reviewed as part of a declassification project, FOIA Case or Mandatory Review request Disposition Delete from the system when the originals have been released in full	
3	**Report Files** 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 later	
4	**Audit trail data** Disposition Delete/destroy when no longer needed for administrative, legal, audit, or other operational purposes	(GRS 20, item 1c)
5	**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 Destroy each backup when 2 months old	(Use NARA 820-2 (N1-64-02-2, item 2))