REQUEST FOR RECORDS DISPOSITION AUTHORITY	JOB NUMBER N1–064–09–5

To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001

Date received 5/27/09

1 FROM (Agency or establishment)	NOTIFICATION TO AGENCY

1 FROM (Agency or establishment)
National Archives & Records Administration (NARA)

2 MAJOR SUBDIVISION
Office of Presidential Libraries (NL)

3 MINOR SUBDIVISION

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

4 NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE NUMBER	DATE	ARCHIVIST OF THE UNITED STATES
Diana Johnston (NHR)	(301) 837-1857	10-15-09	(Michael J Kurt)

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 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 MAY 2 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	See attached for descriptions of and dispositions for the "Presidential Libraries VISTA Admission System" which is in use at all NARA Presidential libraries.		

File No. 16xx: Presidential Libraries VISTA Admission System: VISTA supports the following functions:

- Admitting visitors to Presidential libraries' museums;
- Managing schedules for personnel and reservations for rooms and equipment (e.g., DVD recorders, videoconference equipment); and
- Scheduling and making reservations for group tours, facility rentals, high-profile events, and various public and educational programs for which libraries may be sponsors or co-sponsors. Programs for the public may include lectures, forums, panel discussions, scholarly conferences and symposia, and entertainment programs. Educational programs (K-12) may include tours, role-playing and hands-on document workshops, and other interactive learning programs.

The VISTA system consists of the "Back Office" and add-on modules, such as "Front Desk Admissions" (includes "point-of-sale" functions for walk-up admissions to museums) and "Security" (assigns users to groups that determine levels of access to data). Users of VISTA are clerks, other employees on libraries' museum and educational programs' staffs, and libraries' directors and deputy directors. Staff members who work for Presidential library support organizations ("foundations") may also be VISTA users.

NOTE: For related records, see the following items in the NARA Records Schedule, Chapter 16: 1601, "Files of Professional and Scholarly Conferences and Symposia"; 1602, "Ceremonies and Events Files"; 1603, "Study Tour Files"; 1607, "Teacher Workshop Files", and 1608, "School Program Training Materials Files."

Item 1. [File No. 16xx-1:] VISTA Input Records. May include e-mails, faxes, letters, reservation forms, and other documents sent from group leaders, event planners, and individuals who book reservations for tours, facility rentals, high-profile and public events, and educational programs.

Q RS
23.7

Proposed Disposition: TEMPORARY. Delete/destroy:
- When no longer needed for reference, OR
- According to a predetermined time period or business rule (e.g., by allowing for implementation of the "auto delete" feature in e-mail software). (GRS 23, item 7)

Item 2. [File No. 16xx-2:] Visitors' and Program/Event Data. Visitors' interactions (museum admissions, tour reservations, etc.) are called "sales" for which VISTA stores the following types of data:
- Zip codes requested from walk-up visitors;
- Identifying data for contact persons (e.g., tour leaders, teachers, event planners) and individuals (who attend only high-profile events where attendance must be monitored for security purposes); and
- Information about programs and events, such as: time, location, program type, organization type, name of event, and resources used (e.g., names of staff members and docents who would direct tour/event).

Proposed Disposition: TEMPORARY. Delete data when VISTA system is retired.

Item 3. [File No. 16xx-3:] Credit Card Data. Libraries accept credit cards and debit cards for museum admissions, facility rentals and other events for which fees are charged, and merchandise sold at the admissions desk. VISTA encrypts the cardholder's name and account number, expiration date of credit/debit card, and any other data encoded in magnetic strip on back of card.

Proposed Disposition: Disposal not authorized.

Item 4. [File No. 16xx-4:] "Museum Admissions and Facility Rentals – Payment Records." Payment methods may include cash, credit card, debit card, gift card, or check. (Some libraries may accept checks only from companies and organizations.) Libraries' records may include: receipts, copies of checks, reports, and other related records maintained for fiscal and administrative purposes.

Proposed Disposition: Disposal not authorized.

Item 5. [File No. 16xx-5:] Confirmations ("Confirmation Letters") and Other Related Documentation. May include confirmations generated by VISTA, e-mails, and other replies sent to group leaders, event planners, and individuals who book reservations for tours, facility rentals, high-profile and public events, and educational programs.

Proposed Disposition: TEMPORARY. Delete/destroy:
- When no longer needed for reference, OR
- According to a predetermined time period or business rule (e.g., by allowing for implementation of the "auto delete" feature in e-mail software). (GRS 23, item 7)

[handwritten: q RS 23.7]

Item 6. [File No. 16xx-6:] Output Reports and Schedules. VISTA produces many reports and schedules, some categories of which may include: program/event, group(s)/visitation, payment, personnel, and equipment/facility resource(s).

[handwritten: q RS 20]

Proposed Disposition: TEMPORARY Destroy/delete when no longer needed for administrative or reference purposes.

NOTE: Business needs may require that libraries maintain reports with other related series. For example, library staff may file "Payment Summary" reports for daily museum admissions with "Museum Admissions and Facility Rentals – Payment Records" (file no. 16xx-4).

Item 7. [File No. 16xx-7:] System Administration Records. May include the following:

- User accounts;
- Password files;
- "Resources" data (i.e., names of persons who direct events, such as docents who lead tours and education specialists who teach hands-on document workshops. However, not all of these persons may have user accounts in VISTA.);
- Audit logs; and
- Other "Security Module" data.

Disposition: TEMPORARY. Delete/destroy data when VISTA system is retired. (GRS 20, item 1c)

GRS

20 . 1c