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Chapter 07: Information Resources Management Records

Chief Information Officer

A-07-001-01 Information Technology Program and Capital Investment Planning Records

Description: Records of agency IT program development and capital investment planning that document goals and milestones to achieve them; planning principles and activities; performance and evaluation measures such as TechStat reviews; and compliance with requirements such as OMB Circular A-130, the Federal Information Technology Acquisition Reform Act, and other laws. Includes:

- strategic and tactical plans
- records of internal agency governance boards supporting formally issued plans, including comments, concurrences, clearances, and justifications
- records maintained by committees, boards, task forces, conferences, or other IT advisory, governing, or policy bodies for which the Chief Information Officer (CIO) has sponsorship, leadership, or recordkeeping responsibilities
- reports and statistics documenting quantitative and qualitative performance measures, such as Government Performance and Results Act (GPRA) reporting
- portfolio management records, including clearance and review
- Reports on IT capital investments, such as OMB Exhibit 300 Major IT Business Cases (MITBCs) and IT Portfolio Summaries (ITPS), including IT Dashboard Exhibit 300 MITBC submissions
- business case development, review, and clearance records regarding major investments, systems, acquisitions, or operational assets

Exclusion 1: Policy records generated by the CIO (agencies must schedule these separately).

Exclusion 2: Records of Government-wide committees sponsored by CIOs, such as the Federal Chief Information Officers Council (the agency with responsibility for convening the committee must schedule its records separately).

Exclusion 3: System data or content (agencies must schedule these separately).

Exclusion 4: Systems development records (GRS 3.1, General Technology Management Records, item 011, System development records, covers these).

Exclusion 5: Records documenting system and operational level compliance with IT policies, directives, and plans (GRS 3.1 General Technology Management Records, item 040, Information technology oversight and compliance records, covers these).

Disposition: Temporary. Destroy when 7 years old, but longer retention is authorized if required for business use. (Supersedes GRS 27, item 1)

DispAuthNo: DAA-GRS-2017-0009-0001 (G

Date Edited: 1/18/2018

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A-07-001-02 Legal and Regulatory Compliance Records

Description: Records documenting agency compliance with Federal IRM laws and regulations, including systems and reports created to support compliance with the mandates of OMB, GAO, and other Federal IRM and IT oversight agencies.

Disposition: Temporary. Destroy 5 years after submission of report, but longer retention is authorized if required for business use. (Supersedes GRS 27, item 4)

DispAuthNo: GRS 4.2, Item 080

Date Edited: 3/9/2017

Deputy Assistant Secretary**A-07-002-01 Information Management Policy Files - Arranged by TAGS and Terms**

Description: Correspondence, memorandums, memorandums of understanding, reports, telegrams, and other documentation on information services, information systems operations, and planning and development of information activities covering: applied technology, automation, compact disks, classification reviews, corporate systems, cryptography, data processing, development, digital systems, diplomatic mail and pouch, directives, E-mail, engineering, equipment, facilities, fax, Freedom of Information and Privacy Acts requests, graphics, information acquisition and indexing, information resources administration and research, installations, interagency affairs, libraries, networks management, logistics, maintenance, micrographics, procedures, procurement, programs, publishing, records management, Secretary correspondence, security, standards, strategic planning, systems, technical support, technology, telecommunications, training, user services, and other related subjects.

Disposition: Permanent. Cut off file at the end of each calendar year. Retire to RSC for transfer to WNRC when 3 years old. Transfer to NARA when 30 years old in 5-year blocks.

DispAuthNo: N1-059-95-04, item 1

Date Edited: 9/10/2004

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Executive Office

A-07-003-01 Administrative Records Maintained in any Agency Office

- Description:** Administrative and Management Services records (arranged by TAGS and terms) that relate to routine day-to-day administration and management of the office rather than the mission-specific activities for which the office exists. Records include:
- staff locators, unofficial organizational charts, and office seating charts (see Exclusion 1)
 - office-level administrative policies and procedures and files related to their development (see Note 1)
 - calendars or schedules of daily activities of non-high-level officials (high-level officials are defined in GRS 6.1; this item covers those positions not defined as high-level)
 - informal requests and tracking of personnel training, travel, supplies, and equipment, excluding procurement and payment records and forms requesting training (e.g. SF-182)
 - internal office activity and workload reports
 - studies and analyses of office administrative functions and activities
 - non-mission related management reviews and surveys
 - minutes of meetings related to administrative activities

Exclusion 1: This item does not apply to recordkeeping copies of organizational charts, functional statements, and related records that document the mission-related organization, staffing, and procedures of the office. Agencies must schedule those records on an agency-specific schedule.

Note 1: This item covers administrative policies and procedures at the office/unit level. GRS 5.7 covers agency-level administrative issuances or directives.

Disposition: Temporary. Destroy when business use ceases. (Supersedes GRS 23, item 1)

DispAuthNo: DAA-GRS-2016-0016-0001 (G **Date Edited:** 9/21/2017

A-07-003-02a Financial transaction records related to providing goods and services, paying bills, collecting debts, and accounting. See A-03-015-01b.

- Description:**
- Disposition:** Temporary. Destroy when business use ceases. (Supersedes N1-059-95-4, item 7a).
- DispAuthNo:** GRS 1.1, item 011 **Date Edited:** 8/13/2015
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A-07-003-05b **Supervisors' Personnel Files**

Description: Records on positions, authorizations, pending actions, position descriptions, training records, individual development plans, telework agreements, award recommendations, and records on individual employees not duplicated in or not appropriate for the OPF. These records are sometimes called supervisors' working files, unofficial personnel files (UPFs), and employee work folders or "drop" files.

Exclusion 1: Records that become part of a grievance file, an appeal or discrimination complaint file, a performance-based reduction-in-grade or removal action, or an adverse action. These records are covered under GRS 2.3, Employee Relations Records.

Exclusion 2: Employee medical documents, unless part of employee's initial request for reasonable accommodation. Following approval, the agency's reasonable accommodation decision replaces medical documentation and becomes the record. Reasonable accommodation employee case files are covered under GRS 2.3, Employee Relations Records.

Disposition: Temporary. Review annually and destroy superseded documents. Destroy remaining documents 1 year after employee separation or transfer. (Supersedes GRS 1, item 18a and GRS 1, item 18b)

DispAuthNo: DAA-GRS-2017-0007-0012 (G **Date Edited:** 9/1/2017

A-07-003-06 **Defense Liaison Files**

Description: Agreements, correspondence, instructions, memorandums, memorandums of understanding, procedures, technical manuals, and other documentation on defense covering: accountability, allied military traffic, allied routing indicators, American Forces Radio and Television Service, commanders in chief, communications, conferences, counterterrorism, coordination, couriers, crisis management, emergency action procedures, equipment, exercises, Joint Chiefs of Staff, Operations Center, projects, Regional Information Management Centers, satellites, security, support, training, and other related subjects.

Disposition: Destroy when 3 years old.

DispAuthNo: N1-059-95-04, item 5 **Date Edited:** 4/1/1999

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A-07-004-06b **Development - Office Automation Files SUPERSEDED. See A-03-016-02.**

Description:

Disposition: Temporary. Destroy 5 years after system is superseded by a new iteration, or is terminated, defunded, or no longer needed for agency/IT administrative purposes. (Supersedes N1-059-95-4, item 16b).

DispAuthNo: GRS 3.1, item 011 **Date Edited:** 8/24/2015

A-07-004-07 **Planning and Development Subject Files - Arranged by TAGS and Terms SUPERSEDED. See A-03-016-02.**

Description:

Disposition: Temporary. Destroy 5 years after system is superseded by a new iteration, or is terminated, defunded, or no longer needed for agency/IT administrative purposes. (Supersedes N1-059-95-4, item 17).

DispAuthNo: GRS 3.1, item 011 **Date Edited:** 8/24/2015

A-07-004-08 **Plans - Major Acquisitions Programs - Subject Files SUPERSEDED. See A-03-016-02.**

Description:

Disposition: Temporary. Destroy 5 years after system is superseded by a new iteration, or is terminated, defunded, or no longer needed for agency/IT administrative purposes. (Supersedes N1-059-95-4, item 18).

DispAuthNo: GRS 3.1, item 011 **Date Edited:** 8/24/2015

A-07-004-09 **Reserved for future use**

Description:

Disposition:

DispAuthNo: Reserved **Date Edited:** 4/1/1999

A-07-004-10a **Financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting. See A-03-015-01a.**

Description:

Disposition: Temporary. Destroy 6 years after final payment of cancellation. (Supersedes GRS 3, items 3a(2) and 5a).

DispAuthNo: GRS 1.1, item 010 **Date Edited:** 8/13/2015

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A-07-004-10b **Financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting. See A-03-015-01a.**

Description:

Disposition: Temporary. Destroy 6 years after final payment or cancellation. (Supersedes GRS 3, items 3a(1)(a) and 5a).

DispAuthNo: GRS 1.1, item 010 **Date Edited:** 8/13/2015

A-07-004-11 **Financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting. See A-03-015-01b.**

Description:

Disposition: Temporary. Destroy when business use ceases. (Supersedes GRS 16, item 9).

DispAuthNo: GRS 1.1, item 011 **Date Edited:** 8/13/2015

A-07-004-12 **Plans - Acquisition Reference Files**

Description:

Disposition: Destroy when no longer needed.

DispAuthNo: Non-Record **Date Edited:** 4/1/1999

A-07-004-14 **Information technology oversight and compliance records. See A-03-016-06.**

Description:

The following items have been superseded by A-03-016-06:
A-07-004-14, A-07-004-15a, A-07-004-15b(1), and A-07-004-15b(2).

For all of these superseded items, use the disposition found below.

Disposition: Temporary. Destroy 5 years after the project/activity/transaction is completed or superseded. (Supersedes N1-059-95-4, item 20).

DispAuthNo: GRS 3.1, item 040 **Date Edited:** 8/17/2015

A-07-004-15a **Plans - System Standards Policy and Review Files - Arranged by TAGS and Terms SUPERSEDED. See A-03-016-06.**

Description:

Disposition: Temporary. Destroy 5 years after the project/activity/transaction is completed or superseded. (Supersedes N1-059-95-4, item 21a).

DispAuthNo: GRS 3.1, item 040 **Date Edited:** 8/24/2015

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A-07-004-15b(1) **Plans - System Standards Policy and Review Files - Arranged by subject**
SUPERSEDED. See A-03-016-06.

Description:

Disposition: Temporary. Destroy 5 years after the project/activity/transaction is completed or superseded. (Supersedes N1-059-95-4, item 21b[1]).

DispAuthNo: GRS 3.1, item 040 **Date Edited:** 8/24/2015

A-07-004-15b(2) **Plans - System Standards Policy and Review Files - Arranged by subject**
SUPERSEDED. See A-03-016-06.

Description:

Disposition: Temporary. Destroy 5 years after the project/activity/transaction is completed or superseded. (Supersedes N1-059-95-4, item 21b[2]).

DispAuthNo: GRS 3.1, item 040 **Date Edited:** 8/24/2015

A-07-004-16 **Enterprise Architecture Records**

Description: Records that describe the agency's baseline or target enterprise or its information architecture, including technical reference models, diagrams, graphics, models, sequencing plans, and narratives.

Exclusion: Records of basic systems and services used to supply the agency and its staff with access to computers and data telecommunications (GRS 3.1 General Technology Management Records, item 010, Infrastructure project records, covers these).

Disposition: Temporary. Destroy 7 years after creating a new iteration of the enterprise or information architecture, but longer retention is authorized if required for business use. (Supersedes GRS 27, item 2)

DispAuthNo: DAA-GRS-2017-0009-0002 (G) **Date Edited:** 1/18/2018

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A-07-004-17 Information Technology Program and Capital Investment Planning Records

Description: Records of agency IT program development and capital investment planning that document goals and milestones to achieve them; planning principles and activities; performance and evaluation measures such as TechStat reviews; and compliance with requirements such as OMB Circular A-130, the Federal Information Technology Acquisition Reform Act, and other laws. Includes:

- strategic and tactical plans
- records of internal agency governance boards supporting formally issued plans, including comments, concurrences, clearances, and justifications
- records maintained by committees, boards, task forces, conferences, or other IT advisory, governing, or policy bodies for which the Chief Information Officer (CIO) has sponsorship, leadership, or recordkeeping responsibilities
- reports and statistics documenting quantitative and qualitative performance measures, such as Government Performance and Results Act (GPRA) reporting
- portfolio management records, including clearance and review
- Reports on IT capital investments, such as OMB Exhibit 300 Major IT Business Cases (MITBCs) and IT Portfolio Summaries (ITPS), including IT Dashboard Exhibit 300 MITBC submissions
- business case development, review, and clearance records regarding major investments, systems, acquisitions, or operational assets

Exclusion 1: Policy records generated by the CIO (agencies must schedule these separately).

Exclusion 2: Records of Government-wide committees sponsored by CIOs, such as the Federal Chief Information Officers Council (the agency with responsibility for convening the committee must schedule its records separately).

Exclusion 3: System data or content (agencies must schedule these separately).

Exclusion 4: Systems development records (GRS 3.1, General Technology Management Records, item 011, System development records, covers these).

Exclusion 5: Records documenting system and operational level compliance with IT policies, directives, and plans (GRS 3.1 General Technology Management Records, item 040, Information technology oversight and compliance records, covers these).

Disposition: Temporary. Destroy when 7 years old, but longer retention is authorized if required for business use. (Supersedes GRS 27, item 1 and GRS 27, item 3)

DispAuthNo: DAA-GRS-2017-0009-0001 (G **Date Edited:** 1/18/2018

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Business Management and Planning, Project Services Office

A-07-006-01	Information technology oversight and compliance records.
Description:	Information Technology (IT) Oversight and Compliance records relate to compliance with IT policies, directives, and plans. Records are typically found in offices with agency-wide or bureau-wide responsibility for managing IT operations.
Disposition:	N/A
DispAuthNo:	N/A
	Date Edited: 7/19/2013
A-07-006-01a	Oversight and Compliance Files SUPERSEDED. See A-03-016-06.
Description:	
Disposition:	Temporary. Destroy 5 years after the project/activity/transaction is completed or superseded. (Supersedes GRS 24, item 1a).
DispAuthNo:	GRS 3.1, item 040
	Date Edited: 8/24/2015
A-07-006-01b	Oversight and Compliance Files SUPERSEDED. See A-03-016-06.
Description:	
Disposition:	Temporary. Destroy 5 years after the project/activity/transaction is completed or superseded. (Supersedes GRS 24, item 1b).
DispAuthNo:	GRS 3.1, item 040
	Date Edited: 8/24/2015
A-07-006-02	IT Facility, Site Management, and Equipment Support Services Records SUPERSEDED. See A-03-016-04.
Description:	
Disposition:	Temporary. Destroy 3 years after agreement, control measures, procedures, project, activity, or transaction is obsolete, completed, terminated or superseded. (Supersedes GRS 24, item 2).
DispAuthNo:	GRS 3.1, item 020
	Date Edited: 8/24/2015
A-07-006-03a	IT Asset and Configuration Management Files. SUPERSEDED See A-03-016-04.
Description:	
Disposition:	Temporary. Destroy 3 years after agreement, control measures, procedures, project, activity, or transaction is obsolete, completed, terminated or superseded. (Supersedes GRS 24, items 3a and 3b).
DispAuthNo:	GRS 3.1, item 020
	Date Edited: 8/24/2015

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A-07-006-03b **IT Asset and Configuration Management Files. SUPERSEDED. See A-03-016-05.**

Description:

Disposition: Temporary. Destroy 5 years after system is superseded by a new iteration, or is terminated, defunded, or no longer needed for agency/IT administrative purposes. (Supersedes GRS 24, item 3b[1]).

DispAuthNo: GRS 3.1, item 030 **Date Edited:** 8/24/2015

A-07-006-04 **System Backups and Tape Library Records. SUPERSEDED. See A-03-017-04a.**

Description:

Disposition: Temporary. Destroy when superseded by a full backup, or when no longer needed for system restoration, whichever is later. (Supersedes GRS 24, items 4a[1] and 4b).

DispAuthNo: GRS 3.2, item 040 **Date Edited:** 8/24/2015

A-07-006-05a **Files Related to Maintaining the Security of Systems and Data. SUPERSEDED See A-03-017-01**

Description:

Disposition: Temporary. Destroy 1 year after system is superseded by a new iteration or when no longer needed for agency/IT administrative purposes to ensure a continuity of security controls throughout the life of the system. (Supersedes GRS 24, item 5a).

DispAuthNo: GRS 3.2, item 010 **Date Edited:** 8/24/2015

A-07-006-05b **Files Related to Maintaining the Security of Systems and Data. SUPERSEDED. See A-03-17-01.**

Description:

Disposition: Temporary. Destroy 1 year after system is superseded by a new iteration or when no longer needed for agency/IT administrative purposes to ensure a continuity of security controls throughout the life of the system. (Supersedes GRS 24, item 5b).

DispAuthNo: GRS 3.2, item 010 **Date Edited:** 8/24/2015

A-07-006-06 **Files/Records Relating to the Creation, Use and Maintenance of Computer Systems, Applications, or Electronic Records SUPERSEDED. See A-03-017-03a**

Description:

Disposition: Temporary. Destroy when business use ceases. (Supersedes GRS 20, item 1c).

DispAuthNo: GRS 3.2, item 030 **Date Edited:** 8/24/2015

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A-07-006-07	Computer Security Incident Handling, Reporting and Follow-up Records. SUPERSEDED. See A-03-017-02
Description:	Contains records related to reports and documentation of Website defacement, hacks, security break-ins records, problems identified by PSO or customers that are reported to the ITSC for resolution. Also included are records on improper usage by staff, misuse of system, security breaches, security failures, unauthorized intrusions and virus threats.
Disposition:	Temporary. Destroy 3 years after all necessary follow-up actions have been completed. (Supersedes GRS 24, item 7).
DispAuthNo:	GRS 3.2, item 020 Date Edited: 8/24/2015
A-07-006-08a	IT Operations Records. SUPERSEDED. See A-03-016-04.
Description:	
Disposition:	Temporary. Destroy 3 years after agreement, control measures, procedures, project, activity, or transaction is obsolete, completed, terminated or superseded. (Supersedes GRS 24, item 8a).
DispAuthNo:	GRS 3.1, item 020 Date Edited: 8/24/2015
A-07-006-08b	IT Operations Records. SUPERSEDED. See A-03-016-04.
Description:	
Disposition:	Temporary. Destroy 3 years after agreement, control measures, procedures, project, activity, or transaction is obsolete, completed, terminated or superseded. (Supersedes GRS 24, item 8b).
DispAuthNo:	GRS 3.1, item 020 Date Edited: 8/24/2015
A-07-006-08c	IT Operations Records. SUPERSEDED. See A-03-016-04.
Description:	
Disposition:	Temporary. Destroy 3 years after agreement, control measures, procedures, project, activity, or transaction is obsolete, completed, terminated or superseded. (Supersedes GRS 24, item 8c).
DispAuthNo:	GRS 3.1, item 020 Date Edited: 6/20/2017

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A-07-006-09a **Financing of IT Resources and Services. SUPERSEDED. See A-03-016-04.**

Description:

Disposition: Temporary. Destroy 3 years after agreement, control measures, procedures, project, activity, or transaction is obsolete, completed, terminated or superseded. (Supersedes GRS 24, item 9b).

DispAuthNo: GRS 3.1, item 020

Date Edited: 8/24/2015

A-07-006-09b **Financing of IT Resources and Services. SUPERSEDED. See A-03-016-04.**

Description:

Disposition: Temporary. Destroy 3 years after agreement, control measures, procedures, project activity, or transaction is obsolete, completed, terminated or superseded. (Supersedes GRS 24, item 9c).

DispAuthNo: GRS 3.1, item 020

Date Edited: 8/24/2015

A-07-006-10 **Technical and Administrative Helpdesk Operational Records**

Description:

- records of incoming requests (and responses) made by phone, email, web portal, etc.
- trouble tickets and tracking logs
- quick guides and “Frequently Asked Questions” (FAQs)
- evaluations and feedback about help desk services
- analysis and reports generated from customer management data
- customer/client feedback and satisfaction surveys, including survey instruments, data, background materials, and reports

Exclusion: Public customer service records scheduled under GRS 6.5.

Disposition: Temporary. Destroy 1 year after resolved, or when no longer needed for business use, whichever is appropriate. (Supersedes GRS 24, item 10b)

DispAuthNo: DAA-GRS-2017-0001-0001 (G

Date Edited: 9/13/2017

A-07-006-11 **IT Infrastructure Design and Implementation Files. SUPERSEDED. See A-03-016-00.**

Description:

Disposition: N/A

DispAuthNo: N/A

Date Edited: 7/19/2013

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A-07-006-11a **IT Infrastructure Design and Implementation Files. SUPERSEDED. See A-03-016-01**

Description:

Disposition: Temporary. Destroy 5 years after project is terminated. (Supersedes GRS 24, item 11a).

DispAuthNo: GRS 3.1, item 010 **Date Edited:** 8/24/2015

A-07-006-11b **IT Infrastructure Design and Implementation Files. SUPERSEDED. See A-03-016-01**

Description:

Disposition: Temporary. Destroy 5 years after project is terminated. (Supersedes GRS 24, item 11b).

DispAuthNo: GRS 3.1, item 010 **Date Edited:** 8/24/2015

A-07-006-11c **IT Infrastructure Design and Implementation Files. SUPERSEDED. See A-03-016-01.**

Description:

Disposition: Temporary. Destroy 5 years after project is terminated. (Supersedes GRS 24, item 11c).

DispAuthNo: GRS 3.1, item 010 **Date Edited:** 8/24/2015

A-07-006-12 **PKI Records and Transaction Files. SUPERSEDED. See A-03-017-06a and 07.**

Description:

Disposition: N/A

DispAuthNo: N/A **Date Edited:** 7/19/2013

A-07-006-12a **PKI Records and Transaction Files SUPERSEDED. See A-03-017-06a.**

Description:

Disposition: Temporary. Destroy/delete when 7 years 6 months, 10 years 6 months, or 20 years 6 months old, based on the maximum level of operation of the CA, or when no longer needed for business, whichever is later. (Supersedes GRS 24, item 13a[1]).

DispAuthNo: GRS 3.2, item 060 **Date Edited:** 8/24/2015

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A-07-006-12b **PKI Records and Transaction Files. SUPERSEDED. See A-03-017-06a.**

Description:

Disposition: Temporary. Destroy/delete when 7 years 6 months, 10 years 6 months, or 20 years 6 months old, based on the maximum level of operation of the CA, or when no longer needed for business, whichever is later. (Supersedes GRS 24, item 13a[1]).

DispAuthNo: GRS 3.2, item 060

Date Edited: 8/24/2015

A-07-006-12c **PKI Records and Transaction Files. SUPERSEDED. See A-03-017-06a**

Description:

Disposition: Temporary. Destroy/delete when 7 years 6 months, 10 years 6 months, or 20 years 6 months old, based on the maximum level of operation of the CA, or when no longer needed for business, whichever is later. (Supersedes GRS 24, item 13a[1]).

DispAuthNo: GRS 3.2, item 060

Date Edited: 8/24/2015

A-07-006-12d **PKI Records and Transaction Files. SUPERSEDED. See A-03-017-06b.**

Description:

Disposition: Temporary. Destroy/delete when 7 years 6 months, 10 years 6 months, or 20 years 6 months old, based on the maximum level of operation of the CA, or when no longer needed for business, whichever is later. (Supersedes GRS 24, item 13a[2]).

DispAuthNo: GRS 3.2, item 061

Date Edited: 8/26/2015

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A-07-012-05 Local Destruction Certificates

Description: Segment information cards, usage record card, or locally developed forms.

Disposition: Temporary. Destroy 2 years after last form entry, reply, or submission; or when associated documents are declassified or destroyed; or when authorization expires; whichever is appropriate. Longer retention is authorized if required for business use. (Supersedes GRS 18, item 3)

DispAuthNo: GRS 4.2, Item 030 **Date Edited:** 3/9/2017

A-07-012-06 System Integrity Files - Arranged by TAGS and Terms. SUPERSEDED. See A-03-017-01, A-03-017-02, and A-03-017-03

Description:

Disposition: Temporary. Destroy 3 years after all necessary follow-up actions have been completed. (Supersedes N1-059-95-4, item 40).

DispAuthNo: GRS 3.2, item 020 **Date Edited:** 8/26/2015

A-07-012-07a COMSEC and Telecommunications Guidance Files. SUPERSEDED. See A-03-017-01.

Description:

Disposition: Temporary. Destroy 1 year after system is superseded by a new iteration or when no longer needed for agency/IT administrative purposes to ensure a continuity of security controls throughout the life of the system. (Supersedes NN-172-66, item 14b).

DispAuthNo: GRS 3.2, item 010 **Date Edited:** 8/26/2015

A-07-012-07b COMSEC and Telecommunications Guidance Files. SUPERSEDED. See A-03-017-01.

Description:

Disposition: Temporary. Destroy 1 year after system is superseded by a new iteration or when no longer needed for agency/IT administrative purposes to ensure a continuity of security controls throughout the life of the system. (Supersedes NN-172-66, item 14a).

DispAuthNo: GRS 3.2, item 010 **Date Edited:** 8/26/2015

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A-07-012-08 **COMSEC Audit Files - Arranged by post and Department office. SUPERSEDED. See A-03-017-01.**

Description:

Disposition: Temporary. Destroy 1 year after system is superseded by a new iteration or when no longer needed for agency/IT administrative purposes to ensure a continuity of security controls throughout the life of the system. (Supersedes N1-059-95-4, item 41).

DispAuthNo: GRS 3.2, item 010 **Date Edited:** 8/26/2015

A-07-012-09a **COMSEC Discrepancy Correspondence. SUPERSEDED. See A-03-017-01.**

Description:

Disposition: Temporary. Destroy 1 year after system is superseded by a new iteration or when no longer needed for agency/IT administrative purposes to ensure a continuity of security controls throughout the life of the system. (Supersedes NN-172-66, item 9b).

DispAuthNo: GRS 3.2, item 010 **Date Edited:** 8/26/2015

A-07-012-09b **COMSEC Discrepancy Correspondence. SUPERSEDED. See A-03-017-01.**

Description:

Disposition: Temporary. Destroy 1 year after system is superseded by a new iteration or when no longer needed for agency/IT administrative purposes to ensure a continuity of security controls throughout the life of the system. (Supersedes NN-172-66, item 9a).

DispAuthNo: GRS 3.2, item 010 **Date Edited:** 8/26/2015

A-07-012-10a **Cabled and Standard COMSEC Material Report (SF-153) Post Files. SUPERSEDED. See A-03-017-01.**

Description:

Disposition: Temporary. Destroy 1 year after system is superseded by a new iteration or when no longer needed for agency/IT administrative purposes to ensure a continuity of security controls throughout the life of the system. (Supersedes N1-059-95-4, item 42a).

DispAuthNo: GRS 3.2, item 010 **Date Edited:** 8/26/2015

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A-07-012-12b	COMSEC Memorandums. SUPERSEDED. See A-03-017-01.
Description:	
Disposition:	Temporary. Destroy 1 year after system is superseded by a new iteration or when no longer needed for agency/IT administrative purposes to ensure a continuity of security controls throughout the life of the system. (Supersedes NN-172-66, item 5a).
DispAuthNo:	GRS 3.2, item 010
	Date Edited: 8/26/2015
A-07-012-13	COMSEC Officer - Memorandum of Appointment. SUPERSEDED. See A-03-017-01
Description:	
Disposition:	Temporary. Destroy 1 year after system is superseded by a new iteration or when no longer needed for agency/IT administrative purposes to ensure a continuity of security controls throughout the life of the system. (Supersedes NN-172-66, item 10).
DispAuthNo:	GRS 3.2, item 010
	Date Edited: 8/26/2015
A-07-012-14	COMSEC Post Correspondence Files - Arranged by post. SUPERSEDED. See A-03-017-01.
Description:	
Disposition:	Temporary. Destroy 1 year after system is superseded by a new iteration or when no longer needed for agency/IT administrative purposes to ensure a continuity of security controls throughout the life of the system. (Supersedes N1-059-95-4, item 43).
DispAuthNo:	GRS 3.2, item 010
	Date Edited: 8/26/2015
A-07-012-15a	Report of Violation of Communications Security (FS-507). SUPERSEDED. See A-03-017-02
Description:	
Disposition:	Temporary. Destroy 3 years after all necessary follow-up actions have been completed. (Supersedes NC1-059-76-8, item 2).
DispAuthNo:	GRS 3.2, item 020
	Date Edited: 8/26/2015

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A-07-012-15b **Report of Violation of Communications Security (FS-507). SUPERSEDED. See A-03-017-02.**

Description:

Disposition: Temporary. Destroy 3 years after all necessary follow-up actions have been completed. (Supersedes NN-172-66, item 11a).

DispAuthNo: GRS 3.2, item 020 **Date Edited:** 8/26/2015

A-07-012-16a **COMSEC Telecommunications Security Files. SUPERSEDED. See A-03-017-01 and A-03-017-02**

Description:

Disposition: Temporary. Destroy 3 years after all necessary follow-up actions have been completed. (Supersedes N1-059-95-4, item 44a).

DispAuthNo: GRS 3.2, item 020 **Date Edited:** 8/26/2015

A-07-012-16b **COMSEC Telecommunications Security Files. SUPERSEDED. See A-03-017-01 and A-03-017-02.**

Description:

Disposition: Temporary. Destroy 3 years after all necessary follow-up actions have been completed. (Supersedes N1-059-95-4, item 44b).

DispAuthNo: GRS 3.2, item 020 **Date Edited:** 8/26/2015

A-07-012-17 **COMSEC Transaction Continuity Log. SUPERSEDED. See A-03-017-01**

Description:

Disposition: Temporary. Destroy 1 year after system is superseded by a new iteration or when no longer needed for agency/IT administrative purposes to ensure a continuity of security controls throughout the life of the system. (Supersedes NN-172-66, item 8).

DispAuthNo: GRS 3.2, item 010 **Date Edited:** 8/26/2015

A-07-012-18a **Crypto Clearance Correspondence Files**

Description:

Correspondence pertaining to cryptographic clearances, including requests for clearance and grants of clearance.

a. Crypto Files.

Disposition: Destroy when 15 years old.

DispAuthNo: N1-059-95-04, item 45a **Date Edited:** 4/1/1999

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A-07-012-20b **Crypto Security Systems Files - Arranged by TAGS and Terms. SUPERSEDED. See A-03-017-010 and A-03-017-03.**

Description:

Disposition: Temporary. Destroy 1 year after system is superseded by a new iteration or when no longer needed for agency/IT administrative purposes to ensure a continuity of security controls throughout the life of the system. (Supersedes N1-059-95-4, item 46b)..

DispAuthNo: GRS 3.2, item 010 **Date Edited:** 8/26/2015

A-07-012-21 **Crypto Vault Files - Arranged by short titles. SUPERSEDED. See A-03-017-01.**

Description:

Disposition: Temporary. Destroy 1 year after system is superseded by a new iteration or when no longer needed for agency/IT administrative purposes to ensure a continuity of security controls throughout the life of the system. (Supersedes N1-059-95-4, item 47).

DispAuthNo: GRS 3.2, item 010 **Date Edited:** 8/26/2015

A-07-012-22 **Crypto Vault Pouch Receipts Files. SUPDERSEDED. See A-03-017-010.**

Description:

Disposition: Temporary. Destroy 1 year after system is superseded by a new iteration or when no longer needed for agency/IT administrative purposes to ensure a continuity of security controls throughout the life of the system. (Supersedes N1-059-95-4, item 48).

DispAuthNo: GRS 3.2, item 010 **Date Edited:** 8/26/2015

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A-07-013-02 Interagency Agreement Files - Arranged by agreement

Description: Correspondence, memorandums, memorandums of understandings, telegrams, and other documentation on interagency agreements covering agencies, agreements, connections, equipment, instructions, maintenance, scanners, secure voice, work agreements, 071802 agreements (Diplomatic Telecommunications Service (DTS), Direct Communications Link, Nuclear Risk Reduction Center Communications Link, and National Risk Reduction Center Communications Link) and other related subjects.

Disposition: Destroy signed original agreement and related documents 5 years after termination date of agreement, extension, or final act.

DispAuthNo: N1-059-95-04, item 50 **Date Edited:** 4/1/1999

A-07-013-03 Interagency Post Files - Arranged by post

Description: Memorandums, telegrams, and other documentation on post interagency affairs covering background information, communications, equipment, guidance, International Telecommunications Union (ITU), satellites, and other related subjects.

Disposition: Cut off at end of each calendar year. Destroy when 3 years old.

DispAuthNo: N1-059-95-04, item 51 **Date Edited:** 4/1/1999

A-07-013-04 Interagency Reference Files

Description: Manuals, publications, standards, technical information, and other documentation on interagency affairs covering communications, E-mail, fax, information, network services, public switch network, systems, telephones, television, transportable communications, and other related subjects.

Disposition: Destroy when no longer needed or obsolete.

DispAuthNo: Non-Record **Date Edited:** 4/1/1999

A-07-013-06 Radio Reciprocity Files - Arranged by post

Description: Correspondence, memorandums, telegrams, and other documentation on radio reciprocity covering background information, costs, frequency allocations, history, permission to operate, power usage, radios, rights to own radios, satellites, and other related subjects.

Disposition: Permanent. Review annually. Retire inactive files, that have had no action in 5 years, to RSC for transfer to WNRC. Transfer to NARA when 30 years old.

DispAuthNo: N1-059-95-04, item 54 **Date Edited:** 4/1/1999

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A-07-015-04b(1) **Voice Systems Files. SUPERSEDED. See A-03-016-04.**

Description:

Disposition: Temporary. Destroy 3 years after agreement, control measures, procedures, project, activity or transaction is obsolete, completed, terminated or superseded. (Supersedes N1-059-95-4, item 68b[1]).

DispAuthNo: GRS 3.1, item 020 **Date Edited:** 8/26/2015

A-07-015-04b(2) **Voice Systems Files. SUPERSEDED. See A-03-016-04.**

Description:

Disposition: Temporary. Destroy 3 years after agreement, control measures, procedures, project, activity or transaction is obsolete, completed, terminated or superseded. (Supersedes N1-059-95-4, item 68b[2]).

DispAuthNo: GRS 3.1, item 020 **Date Edited:** 8/26/2015

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A-07-018-08a Telephone - Work and Service Order Files. SUPERSEDED. See A-03-016-04.

Description:

Disposition: Temporary. Destroy 3 years after agreement, control measures, procedures, project, activity or transaction is obsolete, completed, terminated or superseded. (Supersedes N1-059-95-4, item 99b).

DispAuthNo: GRS 3.1, item 020 **Date Edited:** 8/26/2015

A-07-018-08b Telephone - Work and Service Order Files. SUPERSEDED. See A-03-016-04.

Description:

Disposition: Temporary. Destroy 3 years after agreement, control measures, procedures, project, activity or transaction is obsolete, completed, terminated or superseded. (Supersedes N1-059-95-4, item 99a).

DispAuthNo: GRS 3.1, item 020 **Date Edited:** 8/26/2015

A-07-018-09 Communications - Information Files - Arranged by TAGS and Terms. SUPERSEDED. See A-03-016-04

Description:

Disposition: Temporary. Destroy 3 years after agreement, control measures, procedures, project, activity or transaction is obsolete, completed, terminated or superseded. (Supersedes N1-059-95-4, item 89).

DispAuthNo: GRS 3.1, item 020 **Date Edited:** 8/26/2015

A-07-018-10 Communications - Operations Files - Arranged by TAGS and Terms. SUPERSEDED. See A-03-016-04.

Description:

Disposition: Temporary. Destroy 3 years after agreement, control measures, procedures, project, activity or transaction is obsolete, completed, terminated or superseded. (Supersedes N1-059-95-4, item 90).

DispAuthNo: GRS 3.1, item 020 **Date Edited:** 8/26/2015

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A-07-018-17 **Financial Transaction Records Related to Procuring Goods and Services, Paying Bills, Collecting Debts, and Accounting**

Description: Telephone - Contract Management Files including OF-206 (Purchase Order, Receiving Report, and Voucher) and OF-263 (Requisition for equipment, Supplies, Furniture, Etc.).

Many records included in this item are maintained by accountable officers to account for the availability and status of public funds, and are retained to enable GAO, Office of Inspector General, or other authority audit.

Financial transaction records include those created in the course of procuring goods and services, paying bills, collecting debts, and accounting for all finance activity, per the following definitions.

Procuring goods and services is the acquisition of physical goods, products, personal property, capital assets, infrastructure services such as utilities, and contracted personnel services to be used by the Federal Government. Paying bills means disbursements of federal funds for goods and services, and fulfilling financial obligations to grant and cooperative agreement recipients. Procurement and payment records include those such as:

- contracts
- requisitions
- purchase orders
- interagency agreements
- Military Interdepartmental Purchase Requests (MIPRs)
- printing requisitions to the Government Printing Office
- memoranda of agreement specifying a financial obligation
- solicitations/requests for bids, quotations or proposals for contracts and competitive grants
- proposals, quotations, bids (accepted, rejected, unopened) for contracts and competitive grants
- contingent fee justifications
- legal and financial instruments such as bond and surety records
- FAIR Act (A-76) records linked directly to specific procurement actions
- credit card/purchase card/charge card statements and supporting documentation
- vendor tax exemption records
- invoices
- leases
- recurring financial transactions such as utility and communications invoices
- documentation of contractual administrative requirements submitted by contractors such as status reports
- correspondence and papers pertaining to award, administration, receipt, inspection of and payment for goods and services in this list
- records of financing employee relocations

Disposition: Temporary. Destroy when business use ceases.

DispAuthNo: DAA-GRS-2013-0003-0002 (G

Date Edited: 9/21/2017

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A-07-018-18 Telephone and Digital Systems Files - Arranged by TAGS and Terms. SUPERSEDED. See A-03-016-04.

Description:

Disposition: Temporary. Destroy 3 years after agreement, control measures, procedures, project, activity or transaction is obsolete, completed, terminated or superseded. (Supersedes N1-059-95-4, item 96).

DispAuthNo: GRS 3.1, item 020 **Date Edited:** 8/26/2015

A-07-018-19 Telephone - Directory Changes (DS-1891) SUPERSEDED. See A-03-016-04

Description:

Disposition: Temporary. Destroy 3 years after agreement, control measures, procedures, project, activity or transaction is obsolete, completed, terminated or superseded. (Supersedes N1-059-95-4, item 97).

DispAuthNo: GRS 3.1, item 020 **Date Edited:** 8/26/2015

A-07-018-20 Telephone - Number Records Files. SUPERSEDED. See A-03-016-04.

Description:

Disposition: Temporary. Destroy 3 years after agreement, control measures, procedures, project, activity or transaction is obsolete, completed, terminated or superseded. (Supersedes N1-059-95-4, item 98).

DispAuthNo: GRS 3.1, item 020 **Date Edited:** 8/26/2015

A-07-018-21 Enterprise Metadata Repository [EMR]

Description:

The Enterprise Metadata Repository [EMR] serves as the central source of control for Department of State metadata. In support of the Department's data sharing goals, EMR facilitates the reuse of existing data by providing access to metadata standards extracted from Department information systems. Users access EMR through an internal web-based interface.

Disposition: N/A

DispAuthNo: N/A **Date Edited:** 9/30/2011

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A-07-018-21a	Intermediary Records
Description:	Enterprise Metadata Repository [EMR] consisting of metadata extracted for the specific purpose of information interchange and written with varying technical specifications.
Disposition:	Temporary. Destroy upon verification of successful creation of the final document or file, or when no longer needed for business use, whichever is later. (Supersedes GRS 4.3 item 010; GRS 4.3, item 011; GRS 4.3, item 012; GRS 4.3, item 020; GRS 4.3, item 030; and GRS 4.3, item 031)
DispAuthNo:	DAA-GRS-2017-0003-0002 (G Date Edited: 9/26/2017
A-07-018-21b	Enterprise Metadata Repository [EMR]
Description:	b. Documentation Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium) relating to the EMR.
Disposition:	Temporary. Destroy 5 years after the project/activity/transaction is completed or superseded, or the associated system is terminated, or the associated data is migrated to a successor system. (Supersedes GRS 20, item 11a[1]).
DispAuthNo:	GRS 3.1, item 051 Date Edited: 8/26/2015
A-07-018-21c	Enterprise Metadata Repository [EMR]
Description:	c. Backups Electronic record retained in case the master file or database is damaged or inadvertently erased.
Disposition:	Temporary. Destroy immediately after the identical records have been deleted or replaced by a subsequent backup file. (Supersedes GRS 20, item 8b).
DispAuthNo:	GRS 3.2, item 051 Date Edited: 8/26/2015

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A-07-018-22 Master Reference Data [MRD] System

Description: The Master Reference Data [MRD] system serves as a single, shared access point for standard Department of State reference data including organizational, allotment and funding codes. MRD consolidates reference codes manually input from a variety of published sources, both internal and external, to ensure accurate, consistent, and complete reference data. Users access and download data through an internal web-based interface or via the Enterprise Service Bus in the form of a web service.

Disposition: N/A

DispAuthNo: N/A

Date Edited: 9/30/2011

A-07-018-22a Intermediary Records

Description: Master Reference Data [MRD] System records consisting of reference codes copied, extracted, merged, and/or calculated from other data, when the original data is retained. Also includes adhoc printouts created for reference purposes or to meet day-to-day business needs.

Disposition: Temporary. Destroy upon verification of successful creation of the final document or file, or when no longer needed for business use, whichever is later. (Supersedes GRS 4.3 item 010; GRS 4.3, item 011; GRS 4.3, item 012; GRS 4.3, item 020; GRS 4.3, item 030; and GRS 4.3, item 031)

DispAuthNo: DAA-GRS-2017-0003-0002 (G

Date Edited: 9/26/2017

A-07-018-22c Master Reference Data [MRD] System

Description: c. Documentation

Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium) relating to the MRD system.

Disposition: Temporary. Destroy 5 years after the project/activity/transaction is completed or superseded, or the associated system is terminated, or the associated data is migrated to a successor system. (Supersedes GRS 20, item 11a[1]).

DispAuthNo: GRS 3.1, item 051

Date Edited: 8/27/2015

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A-07-018-22d **Master Reference Data [MRD] System**

Description: d. Backups

Electronic record retained in case the master file or database is damaged or inadvertently erased.

Disposition: Temporary. Destroy immediately after the identical records have been deleted or replaced by a subsequent backup file. (Supersedes GRS 20, item 8b).

DispAuthNo: GRS 3.2, item 051

Date Edited: 8/27/2015

A-07-018-23a **Enterprise Data Warehouse (EDW)**

Description: a. Master File

The EDW information system developed in 2007 is one of several tools used by the Data Management (DM) program to accomplish DM's goal to maximize the accessibility, reusability, reliability, and overall quality of the Department of State's enterprise. EDW collects data from various electronic information systems (the International Cooperative Administrative Support Services system (ICASS), Global Financial Management System (GFMS), Human Resources Knowledge Center (KC), Post Administrative Software Suite (PASS), and Integrated Logistics Management System (ILMS)) worldwide. EDW provides Executive dashboards, for senior management, Collaborative Management Initiative (CMI) dashboards for overseas and COMPARE dashboards used to measure the performance of Posts based on uniform standards, and ICASS services. EDW dashboards and reporting are utilized by the Office of Management Policy, Rightsizing and Innovation (M/PRI) and personnel overseas to answer questions about Department of State operations. Reports produced by EDW are also used to track the efficiency of ICASS services.

Disposition: Temporary. Cut off at end of calendar year. Delete 10 years after cut off or when no longer needed whichever is later.

DispAuthNo: DAA-0059-2012-0008-0001

Date Edited: 1/22/2013

A-07-018-23b **Intermediary Records**

Description: Enterprise Data Warehouse (EDW), both hard copy and electronic documentation or forms, designed and used solely to create, update, or modify the records in an electronic medium and not required for audit or legal purposes. Also includes adhoc reports used for one-time reference or subsequent reports.

Disposition: Temporary. Destroy upon verification of successful creation of the final document or file, or when no longer needed for business use, whichever is later. (Supersedes GRS 4.3 item 010; GRS 4.3, item 011; GRS 4.3, item 012; GRS 4.3, item 020; GRS 4.3, item 030; and GRS 4.3, item 031)

DispAuthNo: DAA-GRS-2017-0003-0002 (G

Date Edited: 9/26/2017

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A-07-018-23f Enterprise Data Warehouse (EDW)**Description:** f. Systems Backups:

System Backups and Tape Library Records. Backup tapes maintained for potential system restoration in the event of system failure or other unintentional loss of data.

Disposition: Temporary. Destroy when superseded by a full backup, or when no longer needed for system restoration, whichever is later. (Supersedes GRS 24, item 4a[1]).**DispAuthNo:** GRS 3.2, item 040**Date Edited:** 8/27/2015

A-07-018-23g Enterprise Data Warehouse (EDW)**Description:** g. System Documentation

Includes systems requirements, system design, and user guides.

Disposition: Temporary. Destroy 5 years after the project/activity/transaction is completed or superseded, or the associated system is terminated or the associated data is migrated to a successor system. (Supersedes GRS 20, item 11a[1]).**DispAuthNo:** GRS 3.1, item 051**Date Edited:** 8/27/2015

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A-07-020-03b(2) **Facilities Files - Arranged by project or program. SUPERSEDED. See A-03-016-01.**

Description:

Disposition: Temporary. Destroy 5 years after project is terminated. (Supersedes N1-059-95-4, item 106b[2]).

DispAuthNo: GRS 3.1, item 010 **Date Edited:** 8/31/2015

A-07-020-04a **Installation - Drawings Files - Arranged by TAGS and Terms. SUPERSEDED. See A-03-016-01.**

Description:

Disposition: Temporary. Destroy 5 years after project is terminated. (Supersedes N1-059-95-4, item 107a).

DispAuthNo: GRS 3.1, item 010 **Date Edited:** 8/31/2015

A-07-020-04b **Installation - Drawings Files - Arranged by project or program. SUPERSEDED. See A-03-016-01.**

Description:

Disposition: Temporary. Destroy 5 years after project is terminated. (Supersedes N1-059-95-4, item 107b).

DispAuthNo: GRS 3.1, item 010 **Date Edited:** 8/31/2015

A-07-020-05a **Installation - Equipment Files - Arranged by TAGS and Terms. SUPERSEDED. See A-03-016-01.**

Description:

Disposition: Temporary. Destroy 5 years after project is terminated. (Supersedes N1-059-95-4, item 109a).

DispAuthNo: GRS 3.1, item 010 **Date Edited:** 8/31/2015

A-07-020-05b **Installation - Equipment Files - Arranged by TAGS and Terms. SUPERSEDED. See A-03-016-01.**

Description:

Disposition: Temporary. Destroy 5 years after project is terminated. (Supersedes N1-059-95-4, item 109b).

DispAuthNo: GRS 3.1, item 010 **Date Edited:** 9/2/2015

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Enterprise Programming & Integration Division**A-07-021-01 eServices 2.0****Description:** Master File:

eServices 2.0 is the "one-stop shop" web application for overseas users to request, provision and track ICASS goods and services that replaces the legacy WebPASS and eServices applications in use by Post today. Users under Chief of Mission Authority are able to request services to include, but not limited to, computer helpdesk requests to install software, fix printers, or reset passwords; motor pool trip requests to have a car and driver for transportation to and from an airport; facility work orders to repair items in their home or office; property pickup or delivery Requests to deliver and/or remove items from their home or office. eServices 2.0 also allows end-users to monitor status on the completion of their requests as well as measure time metrics on how long it took to complete a request. (Supersedes GRS 24 item, 2; GRS 24, item 6a; GRS 24, items 8b and 8c; GRS 24, items 10a and 10b; GRS 15 item, 2a and 2b; GRS 4 item 1; and GRS, 10 item 2a).

Disposition: Temporary. Destroy three years after requests have been completed or when no longer needed, whichever is later.**DispAuthNo:** DAA-0059-2014-0002-0001**Date Edited:** 6/19/2014

A-07-021-01a Intermediary Records**Description:** eServices 2.0. Inputs include personal data such as name, post assignment, ICASS agency, employee type received from HR's Overseas Personnel System (OPS); standard reference data such as post name, post 4-FAH org cod, ICASS Agency Name, ICASS Agency Code, ICASS cost center, country name, bureau name, post calendars, post hours of operation retrieved from the Master Reference Database System and property data to include, but not limited to, property name, property address, property type, city and country received from the Office of Buildings Operations (OBO) Real Property Application (RPA).

Outputs include reference information such as Customer Service Requests Ticket numbers that can have status and history tracked by the Customer Service Provider and reports on aggregated information such as the number of request completed within a month, average time to complete a request, and average customer satisfaction rating on completed requests.

Disposition: Temporary. Destroy upon verification of successful creation of the final document or file, or when no longer needed for business use, whichever is later. (Supersedes GRS 4.3 item 010; GRS 4.3, item 011; GRS 4.3, item 012; GRS 4.3, item 020; GRS 4.3, item 030; and GRS 4.3, item 031)**DispAuthNo:** DAA-GRS-2017-0003-0002 (G**Date Edited:** 9/26/2017

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A-07-021-01b **eServices 2.0**

Description: System Backups and Tape Library Records:

Backup tapes maintained for potential system restoration in the event of system failure or other unintentional loss of data.

Disposition: Temporary. Destroy when superseded by a full backup, or when no longer needed for system restoration, whichever is later. (Supersedes GRS 24, item 4a[1]).

DispAuthNo: GRS 3.2, item 040

Date Edited: 9/26/2017

A-07-021-01c **eServices 2.0**

Description: System Documentation:

Includes systems requirements, system design, and user guides.

Disposition: Temporary. Destroy 5 years after the project/activity/transaction is completed or superseded, or the associated system is terminated, or the associated data is migrated to a successor system. (Supersedes GRS 20, item 11a[1]).

DispAuthNo: GRS 3.1, item 051

Date Edited: 9/26/2017

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A-07-022-03 Technical Reference Files - Arranged by TAGS and Terms

Description: Extra copies of congressionals, correspondence, diplomatic notes, memorandums, telegrams, other documentation; and guidelines, instructions, laws, manuals, plans, publications, reference books, regulations, reports, standards, and other material on technical information covering background information, designs, details, developments, examples, forms, general information, methods, newspaper and magazine clippings, papers, policies, programs, projects, research, surveys, and other related subjects.

Disposition: Review annually. Destroy items that have been updated, are obsolete, or no longer needed.

DispAuthNo: Non-Record

Date Edited: 4/1/1999
