

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
Department of the Interior

2. MAJOR SUBDIVISION
U.S. Geological Survey

3. MINOR SUBDIVISION
Office of Administrative Policy and Services

4. NAME OF PERSON WITH WHOM TO CONFER
Fred Travnicek

5. TELEPHONE
(703) 648 - 7231

LEAVE BLANK (NARA use only)

JOB NUMBER
NI-57-02-01

DATE RECEIVED
12/7/2001

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE
4-2-02

ARCHIVIST OF THE UNITED STATES
John W. Paul

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 3 page(s) are not now needed for the business of 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 <i>12/04/01</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE Records Management Officer
-------------------------	--	-------------------------------------

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
204	<p>This SF-115 is submitted to secure disposition authority for the records cited below. These records will be included in the USGS General Records Disposition Schedule. The USGS General Records Disposition Schedule is in the process of being completely revised and this section will be part of a new chapter entitled, "Information Resources Management Records." At the end of this chapter is Item 206 - "Electronic Mail, Spreadsheet, and Word Processing System Copies" which covers the disposition of the electronic copies of records produced using e-mail, spreadsheet, and word processing applications for all items in the chapter.</p> <p>Items 200 through 203. Reserved.</p> <p>Year 2000 (Y2K) Files.</p> <p>204-01. Y2K Policy and Planning Records. Records created or approved by the agency head or by the heads of program offices that document efforts taken to identify potential problems, assess risks, and implement strategies for agency Y2K compliance and contingency. Records may include reports outlining overall strategies, project plans, risk assessments, system identification criteria, and summary progress reports.</p> <p>204-01a. Recordkeeping copy maintained by USGS Headquarters Y2K Project Officer.</p> <p>DISPOSITION: Cut-off files at project completion. Transfer to Federal Records Center (FRC) 2 years after cut-off. Destroy 10 years after cut-off.</p>		

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>204-01b. Site Y2K Project Office copy maintained for administrative purposes.</p> <p>DISPOSITION: Cut-off files at project completion. Destroy 3 years after cut-off.</p> <p>204-01c. All other copies.</p> <p>DISPOSITION: Cut-off files at project completion. Destroy 3 years after cut-off.</p> <p>204-02. Y2K Administrative Records. Records associated with all administrative aspects of Y2K projects, including budgeting, resource allocation, logistics, unit level project management, feeder status and progress reports, status tracking documentation, system inventories, and related materials.</p> <p>DISPOSITION: Cut-off files at project completion. Destroy 3 years after cut-off.</p> <p>204-03. Implementation Records. Records that document analyzing, modifying, testing, and verifying systems for Y2K compliance.</p> <p>204-03a. Summary records of the analysis of actions taken for specific systems. These records may include configuration and design analyses, application of selection criteria, changes made to system, revisions or additions to systems documentation, and final reports or audits of system status. Typically document justifications to repair, retire, or replace system in relation to Y2K concerns.</p> <p>DISPOSITION: Cut-off files at project completion. Destroy 10 years after cut-off.</p> <p>204-03b. Detailed records of the revision, testing, and validation of a specific system or group of systems. May include listings of potential problems, test plans, test data, test procedures and results, final validation results, and quality assurance reviews.</p> <p>DISPOSITION: Cut-off files at project completion. Destroy when 3 years old.</p> <p>205. Reserved</p> <p>206. Electronic Mail, Spreadsheet, and Word Processing System Copies.</p> <p>206-01. Electronic Copies of Records. Electronic copies of records that are created on electronic mail, spreadsheet, and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this chapter. Also includes electronic copies of records created on electronic mail, spreadsheet, and word</p>		

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>processing systems that are maintained for updating, revision, or dissemination.</p> <p>206-01a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.</p> <p>DISPOSITION: Destroy/delete within 180 days after the recordkeeping copy has been produced.</p> <p>206-01b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.</p> <p>DISPOSITION: Destroy/delete when dissemination, revision, or updating is completed.</p>		