

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>N1.527-00-1</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>3.8.2000</i>	
1. FROM (Agency or establishment)  United States Marshals Service		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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  Management Budget Division			
3. MINOR SUBDIVISION  Information Technology			
4. NAME OF PERSON WITH WHOM TO CONFER  Claire Adams	5. TELEPHONE  202-307-9566	DATE <i>6-29-00</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</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 ___ 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,  <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>3-6-00</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Robert J. Gouvey</i>	TITLE <i>Records Manager</i>	

7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<p>Year 2000 Program Records</p> <p>Century Date Conversion (Y2K) Records and Reports</p> <p>Records related to the initiative undertaken to ensure that automated systems will continue to function reliably when the date changed to the year 2000. Files may include but are not limited to:</p> <ul style="list-style-type: none"> <li>● Records related to overall Year 2000 efforts, plans, strategies, testing plans (criteria and results), monitoring and tracking efforts, and policy letters.</li> <li>● List of applications (or systems) reviewed or accessed with notation of those requiring remedial work, scope of work needed to bring nonconforming applications or systems into compliance.</li> </ul> <p><i>Agency, Ground NUMW, NR</i></p>		

● Testing documents such as descriptions of types of tests performed on various systems (e.g. baseline, unit, regression, etc); types of test systems used, procedures involved in testing, summaries of test results and sign-offs, sufficient to establish the Year 2000 readiness of applications and systems tested; deviations from prescribed test results; criteria to determine if an application or system is Year 2000 compliant; plans for retesting computers, applications or systems that fail a Year 2000 test and documentation as to how the failure was corrected, and information sufficient to explain changes to applications or systems for Year 2000 readiness.

● Reviews of the Year 2000 program conducted by the DOJ's Inspector General, the General Accounting Office, or independent validation and verification contractors.

● Records of correspondence with the Department of Justice, Congress, The Office of Management and Budget, and the General Accounting Office.

● Records of correspondence with external vendors, such as documentation from Websites or certification letters, describing the Year 2000 status of vendor products used by the Marshals Service.

In minutes of the CIO Council Committee on Year 2000 meeting of January 18, 2000, ~~the Office of Management and Budget (OMB)~~ recommended that reports/records produced by Agencies be retained in case there are any audits.

*Replace with "it was" discussed w/ Bob Goewey, USMS records officer 6/8/00*

**Disposition: Temporary.** Close the files at the end of the year 2000. Files will be retained for 6 years after close for audit purposes then destroyed, ~~as recommended by OMB.~~ Files may be transferred to the Washington National Records Center one year after close.

2. Electronic version of email messages and word processing documents. Documentation created and received via electronic systems that is determined to have record status and that supports the century date conversion (Y2K) records and reports will be copied to paper. Email messages include message text, attachments, drafts, and transmission and receipt date. The process described in Item 1 above is the recordkeeping system.

Disposition: Delete after copying to paper and placement in the recordkeeping system.