

MEMORANDAUM FOR: DOE Records Management Council

FROM: Susan Frey,  
Departmental Records Officer, SO-312

SUBJECT: Numbered Memo 2000-12  
NARA's GRS for Information Technology Records

MEMORANDUM TO AGENCY RECORDS OFFICERS AND INFORMATION  
RESOURCE MANAGERS: General Records Schedule for information technology  
records

Attached for your review and comment is a revised draft General Records Schedule (GRS) for information technology (IT) records. Earlier versions of this draft GRS were circulated to the CIO Council and records officers for comment. The previous version was distributed on May 4, 1999, under NWM 13.99. In addition to reviewing the written comments, in January of this year NARA officials solicited more direct feedback by holding a focus group meeting with agency records officers and information technology managers representing the Federal Information and Records Managers Council. The evaluation of the draft schedule at that meeting was very useful in identifying items that may be subject to misinterpretation and resolving retention periods.

As a result of the focus group meeting, we have removed several items that were thought to be too broad and could be interpreted to apply to potentially permanent records. We also conducted further review and analysis of the proposed schedule and revised it to ensure that it covers only the records in information technology management organizations that relate to network-wide systems and infrastructure, but not systems that support program activities of the agency.

We request that you look carefully at each item in the attached draft and let us know whether:

- the description is clear,
- the item is applicable to the records in your agency, and
- the disposition instruction meets your agency's needs.

If a proposed retention period is not satisfactory, please let us know what retention period would be appropriate for your agency.

This is the last opportunity for agency comment prior to publication in the Federal Register for a 45-day public comment period. We want to ensure that the draft published in the Federal Register will be useful to agencies. Once NARA issues this GRS, the retention periods are mandatory and must be applied unless you request an exception from NARA by submitting an SF 115, Request for Records Disposition Authority.

Contact Jean Keeting at [jean.keeting@arch2.nara.gov](mailto:jean.keeting@arch2.nara.gov) if you would like a WordPerfect or Word version of the draft to circulate within your agency.

Please send your comments by June 28, 2000, to Nancy Allard, Policy and Planning Staff (NPLN) at [nancy.allard@arch2.nara.gov](mailto:nancy.allard@arch2.nara.gov) or by fax to 301-713-7270. If you have questions, please contact Ms. Allard on 301-713-7360, extension 226, after June 9.

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