

SERIES 1600

ELECTRONIC RECORDS AND CHIEF INFORMATION OFFICER (CIO)

1600. ELECTRONIC AND CIO RECORDS

General. This section applies to records created by computer operators, programmers, analysts, systems administrators, CIOs and their program offices, information technology (IT) offices (operation and management), and all personnel with access to a computer, to include contractors. Disposition authority is provided for certain master files, including some tables that are components of database management systems, and certain files created from master files for specific purposes. In addition, this schedule covers certain disposable electronic records produced by end users in office automation applications. This series provides authority to apply disposition instructions found elsewhere in this instruction to electronic files and dispose of hard copy documents when converted to electronic media, if specified requirements have been met. See AI 15, Volume I, Enclosure 8 and 36 CFR 1234 for additional guidance. This information does not apply to officials with Government-wide responsibilities for information resources management (IRM) and information technology (IT) governance. This series does not apply to the masterfile and other related records produced by major information systems (IS) that have not been evaluated by WHS, Records and Declassification Division; an SF 115 may be required for a NARA disposition authority.

1601-01. Files/Records Relating to the Creation, Use, and Maintenance of Computer Systems, Applications, or Electronic Records

1601-01.1. Electronic files or records created solely to test system performance, as well as hard-copy printouts and related documentation for the electronic files/records.

Disposition: Delete/destroy when no longer needed for administrative, legal, audit, or other operational purposes. GRS 20, Item 1a

1601-01.2. Electronic files or records used to create or update a master file, including but not limited to, work files, valid transaction files, and intermediate input and/or output records.

Disposition: Delete after information has been transferred to the master file and verified. GRS 20, Item 1b

1601-01.3. Electronic files created to monitor system usage, including, but not limited to, login files, password files, audit trail files, system usage files, and cost-back files used to assess charges for system use.

Disposition: Delete/destroy when no longer needed for administrative, legal, audit, or

other operational purposes. GRS 20, Item 1c

1601-02. Input and/or Source Records. Hard copy (non-electronic) documents used as the means to create, update, or modify electronic records when the electronic records are retained to meet recordkeeping requirements and are covered by a NARA-approved schedule. Included are such records as hard copy forms used for data input as well as hard copy documents that are scanned into an electronic recordkeeping system (e.g, correspondence, reports, still pictures and negatives, maps, drawings, slides, etc.)

1601-02.1. Hard copy documents that NARA has specifically designated as permanent records that must be transferred to NARA in hard copy format, even if records have been copied/converted to an electronic format or do not meet NARA's transfer standards for permanent electronic records in effect at the time of conversion.

Disposition: Permanent. Transfer to NARA in accordance with disposition instructions in this schedule. [Note: Records will not be maintained under this file number but under the original file series of the hard copy documents.] GRS 20, Item 2a(1)

1601-02.2 Hard copy records previously approved as permanent that are converted to electronic records where the electronic.

Disposition: Permanent. Transfer to NARA in accordance with disposition instructions in this schedule. [Note: Records will not be maintained under this file number but under the original file series of the hard copy documents.] GRS 20, Item 2a(2)

1601-02.3. Hard copy documents that contain information that is not or cannot be captured in the electronic version of the records (e.g., certain handwritten annotations, transparencies, x-rays, maps, drawings, etc).

Disposition: Use previously approved file number. GRS 20, Item 2a(3)

1601-02.4. Hard copy documents other than those covered by above.

Disposition: Destroy after the information that has been converted to an electronic medium and verified, when no longer needed for legal or audit purposes or to support the reconstruction of, or serve as a backup to, the electronic records, or 60 days after NARA has been provided the notification required [for Permanent records] by 36 CFR 1228.31(b)(1)(i), whichever is later. GRS 20, Item 2a(4)

1601-02.5. Electronic records, except as noted in 1601-02.1.6, entered into the system during an update process, and not required for audit and legal purposes.

Disposition: Delete when data have been entered into the master file or database and verified, or when no longer required to support reconstruction of, or serve as back-up to, a master file or database, whichever is later. GRS 20, Item 2b

1601-02.6. Electronic records received from another Agency and used as input/source records by the receiving Agency, EXCLUDING records produced by another Agency under the terms of an inter-Agency agreement, or records created by another Agency in response to the specific information needs of the receiving Agency.

Disposition: Delete when data have been entered into the master file or database and verified, or when no longer needed to support reconstruction of, or serve as back up to, the master file or database, whichever is later. GRS 20, Item 2c

1601-02.7. Computer files or records containing uncalibrated and unvalidated digital or analog data collected during observation or measurement activities or research and development programs and used as input for a digital master file or database.

Disposition: Delete after the necessary data have been incorporated into a master file. GRS 20, Item 2d

1601-03. Electronic Records that Replace Hard Copy Records. Electronic records that replace temporary hard copy records covered under this instruction that do not explicitly exclude electronic records. Dispositions cited in this section may be applied to copies of records maintained on agency websites only in the case of administrative housekeeping records. These items cannot be applied to web site copies of program records, which must be appraised separately.

1601-03.1. Scanned Records. Scanned images of records created to promote efficiency and productivity in office operations that are the equivalent of records in paper or another medium, and are scheduled for disposal under this instruction.

Disposition: Delete after the expiration of the retention period authorized by this instruction. GRS 20, Item 3a

1601-03.2. Electronic Administrative Records. Electronic records that support administrative housekeeping functions when the records are derived from or replace hardcopy records authorized by this schedule for destruction, EXCLUDING those that replace or duplicate the following: Employee Medical Folder (FN 202-26); Employee Health Statistical Summaries (FN 202-23.2); Equal Employment Opportunity Records, Employment Statistics Files (FN 202-43.6); Telecommunications Operational Files (FN 102-12.2); and master files and databases created to supplement or replace Top Secret Accounting and Control Files (FN 209-05.)

Disposition: Delete after the expiration of the retention period authorized by this instruction. GRS 20, Item 3b(1)

1601-03.3. Converted Employee Medical Folder (FN 202-26); Employee Health Statistical Summaries (FN 202-23.2); Equal Employment Opportunity Records, Employment Statistics Files (FN 202-43.6); Telecommunications Operational Files (FN 102-12.2); and master files and databases created to supplement or replace Top Secret

Accounting and Control Files (FN 209-05.)

Disposition: Submit an SF 115 to Records and Declassification Division. (GRS 20, Item 3b(2))

1601-03.4. Digital Audiovisual Records. Digital versions of temporary still pictures, sound recordings, motion picture film, and video recordings.

Disposition: See DoD 5040.06-M-3, Visual Information (VI) Disposition Manual and 700 series of this schedule. GRS 20, Item 3b(3)

1601-03.5. Electronic Program Records. Program records maintained in electronic format that are not covered by the items above or this instruction.

Disposition: Submit SF 115 to Records and Declassification Division. GRS 20, Item 3b(5)

1601-04. Permanent Electronic Records. Electronic records that replace hard copy records approved as permanent in this instruction. Note: Electronic versions of permanent records must meet NARA transfer guidance for electronic records.

Disposition: Submit notification to NARA in accordance with 36 CFR 1228.31(b)(1)(i). GRS 20, Item 3.1

1601-05. Data Files Consisting of Summarized Information. Records that contain summarized or aggregated information created by combining data elements or individual observations from a single master file or database that is disposable under this schedule, EXCLUDING data files that are created as disclosure-free files to allow public access to the data which may not be destroyed before securing NARA approval.

Disposition: Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes. NOTE: Data files consisting of summarized information which were created from a master file or database that is unscheduled, or that was scheduled as permanent but no longer exists or can no longer be accessed, may not be destroyed before securing NARA approval. GRS 20, Item 4

1601-06. Records Consisting of Extracted Information. Electronic files consisting solely of records extracted from a single master file or database that are disposable under GRS 20 or approved for deletion by a NARA-approved disposition schedule, EXCLUDING extracts that are:

1601-06.1. Produced as disclosure-free files to allow public access to the data;
or

1601-06.2. Produced by an extraction process that changes the informational content of the source master file or database; which may not be destroyed before securing NARA approval. For print and technical reformat files 1601-07 and 1601-08,

respectively.

Disposition: Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes. GRS 20, Item 5

1601-07. Print File. Electronic file extracted from a master file or database without changing it and used solely to produce hardcopy publications and/or printouts of tabulations, ledgers, registers, and reports. GRS 20, Item 6

Disposition: Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

1601-08. Technical Reformat File. Electronic file consisting of data copied from a complete or partial master file or database made for the specific purpose of information interchange and written with varying technical specifications, EXCLUDING files created for transfer to the National Archives.

Disposition: Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes. GRS 20, Item 7

1601-09. Backups of Files. Electronic copy, considered by the agency to be a Federal record, of the master copy of an electronic record or file and retained in case the master file or database is damaged or inadvertently erased.

1601-09.1. File identical to records scheduled for transfer to NARA.

Disposition: Delete when the identical records have been captured in a subsequent backup file or when the identical records have been transfer to NARA and successfully copied, or when replaced by a subsequent security backup file. GRS 20, Item 8a

1601-09.2. File identical to records authorized for disposal in a NARA-approved records schedule.

Disposition: Delete when the identical records have been deleted, or when replaced by a subsequent backup file. GRS 20, Item 8b

1601-10. Finding Aids or Indexes. Electronic indexes, lists, registers, and other finding aids used only to provide access to records authorized for destruction by this instruction or a NARA-approved SF 115, EXCLUDING records containing abstracts or other information that can be used as an information source apart from the related records.

Disposition: Delete when related records or when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes, whichever is later. GRS 20, Item 9

1601-11. Special Purpose Programs. Application software necessary solely for use to maintain a master file or database authorized for disposal in this instruction or a NARA-approved records schedule, EXCLUDING special purpose software necessary to use or maintain any unscheduled master file or database or any master file or database scheduled for transfer to the National Archives

Disposition: Delete when related master file or database has been deleted. GRS 20, Item 10

1601-12. Documentation. Data system specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium) relating to a master file or database or other electronic records.

1601-12.1. Temporary Systems. Documentation relating to electronic records that are scheduled for destruction in the GRS or this schedule.

Disposition: Destroy or delete upon authorized deletion of the related electronic records or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is latest. GRS 20, Item 11a(1)

1601-12.2. Permanent Systems. Documentation relating to electronic records that are scheduled for permanent retention in the GRS or this schedule.

Disposition: Permanent. Transfer to the National Archives with the permanent electronic records to which the documentation relates. GRS 20, Item 11a(2)

1601-13. Downloaded and Copied Data. Derived data and data files that are copied, extracted, merged, and/or calculated from other data generated within the agency, when the original data is retained.

1601-13.1. Derived data used for ad hoc or one-time inspection, analysis or review, if the derived data is not needed to support the results of the inspection, analysis or review.

Disposition: Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes. GRS 20, Item 12a

1601-13.2. Derived data that provides user access in lieu of hard copy reports that are authorized for disposal.

Disposition: Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes. GRS 20, Item 12b

1601-13.3. Metadata or reference data, such as format, range, or domain specifications, which is transferred from a host computer or server to another computer for input, updating, or transaction processing operations.

Disposition: Delete from the receiving system or device when no longer needed for processing. NOTE: Use FN 1601-05 for scheduling of other extracted data. GRS 20, Item 12c

1601-14. Print Files. Printouts derived from electronic records created on an ad hoc basis for reference purposes or to meet day-to-day business needs.

Disposition: Destroy when no longer needed for administrative, legal, audit, or other operational purposes, provided the printouts do not contain substantive information, such as substantive annotations, that is not included in the electronic records. Printouts with substantive information should be retained in accordance with the appropriate disposition instruction in this schedule. GRS 20, Item 16

1602. WORD PROCESSING FILES

Documents such as letters, memoranda, reports, handbooks, directives, and manuals recorded on electronic media such as hard disks or diskettes after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes.

Disposition: Delete from the word processing system when no longer needed for updating or revision. GRS 20, Item 13

1603. ELECTRONIC MAIL RECORDS

Senders' and recipients' versions of electronic mail messages that meet the definition of Federal records, and any attachments to the record messages after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes.

Disposition: Delete from the e-mail system after copying to a recordkeeping system. NOTE: Along with the message text, the recordkeeping system must capture the names of sender and recipients and date (transmission data for recordkeeping purposes) and any receipt data when required. GRS 20, Item 14

1604. ELECTRONIC SPREADSHEETS

Electronic spreadsheets generated to support administrative functions or generated by an individual as background materials or feeder reports.

1604-01. When Used to Produce Hard Copy That is Maintained in Organized Files

Disposition: Delete when no longer needed to update or produce hard copy. GRS 20, Item 15a

1604-02. When Maintained Only in Electronic Form

Disposition: Delete after the expiration of the retention period authorized for the hard copy by the GRS or a NARA-approved SF 115. If the electronic version replaces hard copy records with differing retention periods and agency software does not readily permit selective deletion, delete after the longest retention period has expired. GRS 20, Item 15b

1605. ELECTRONIC CALENDARS. Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities by Federal employees while serving in an official capacity, EXCLUDING materials determined to be personal. NOTE: Calendars or other records relating to the official activities of high Government officials - Secretary of Defense, Deputy Secretary of Defense, Heads of the OSD Components, Heads of those organizational entities under OSD for administrative support, that have NOT been incorporated into the official files, submit an SF 115 to NARA through the OSD Records Administrator to effect scheduling of these records.

1605-01. Records containing substantive information relating to official activities, the substance of which has not been incorporated into official files, EXCLUDING records relating to the official activities of high Government officials. [See note above.]

Disposition: Destroy or delete when 2 years old. GRS 23, Item 5a

1605-02. Calendars or other records of all Government officials containing substantive or non-substantive information relating to official activities, which HAVE been incorporated into official files.

Disposition: Destroy or delete when no longer needed for convenience of reference. GRS 23, Item 5b

1606. INFORMATION TECHNOLOGY OPERATIONS AND MANAGEMENT RECORDS

Provides disposal authorization for certain files created and maintained in the operation and management of information technology (IT) and related services. IT includes computers, ancillary equipment, software, firmware and similar procedures, services (including support services), and related resources. System data or information content, must be scheduled separately by submitting an SF 115 to NARA.

1606-01. Oversight and Compliance Files. Records in offices with agency-wide or bureau-wide responsibility for managing IT operations relating to compliance with IT policies, directives, and plans including recurring and special reports, responses to findings and recommendations, and reports of follow-up activities.

1606-01.1. Performance measurements and benchmarks.

Disposition: Destroy when 5 years old or 1 year after responsible office determines that there are no unresolved issues, whichever is longer. GRS 24, Item 1a

1606-01-2. All other oversight and compliance records, including certification and accreditation of equipment, quality assurance reviews and reports, reports on implementation of plans, compliance reviews, and data measuring or estimating impact and compliance. GRS 24, Item 1b

Disposition: Destroy/delete when 3 years old or 1 year after responsible office determines that there are no unresolved issues, whichever is longer. NOTE: See item 1606-03.2 for performance files relating to systems.

1606-02. IT Facility, Site Management, and Equipment Support Services Records

1606-02.1 Records maintained by offices responsible for the control and operation of buildings and rooms where IT equipment, systems, and storage media are located, including files identifying IT facilities and sites, and files concerning implementation of IT facility and site management and equipment support services provided to specific sites, including reviews, site visit reports, trouble reports, equipment service histories, reports of follow-up actions, and related correspondence.

Disposition: Destroy/delete when 3 years old, or when superseded or obsolete, whichever is longer. GRS 24, Item 2

1606-03. IT Asset and Configuration Management Files

1606-03.1. Inventories of IT assets, network circuits, and building or circuitry diagrams, including equipment control systems such as databases of barcodes affixed to IT physical assets.

Disposition: Destroy/delete 1 year after completion of the next inventory. GRS 24, Item 3a

1606-03.2. Records created and retained for asset management, performance and capacity management, system management, configuration and change management, and planning, follow-up, and impact assessment of operational networks and systems. Includes but not limited to:

1606-03.2.1. Data and detailed reports on implementation of systems, applications and modification; application sizing, resource and demand management; documents identifying, requesting and analyzing possible changes, authorizing changes, and documenting implementation of changes; documentation of software distribution and release or version management.

Disposition: Destroy/delete 1 year after termination of system. GRS 24, Item 3b (1)

1606-03.2.2. Records of routine IT maintenance on the network infrastructure documenting preventative, corrective, adaptive and perfective (enhancement) maintenance actions, including requests for service, work orders, service histories, and related records.

Disposition: Destroy/delete when 3 years old or 1 year after termination of system, whichever is sooner. NOTE: If any maintenance activities have a major impact on a system or lead to a significant change, those records should be maintained as part of FN 1606-03.2.1. GRS 24, Item 3b(2)

1606-04. System backups and Electronic Records. Backup tapes maintained for potential system restoration in the event of a system failure or other unintentional loss of data. [NOTE: See FN 1601-08 for backups of master files and databases.]

1606-04.1. Incremental backup tapes.

Disposition: Delete/destroy incremental backup tapes when superseded by a full backup, or when no longer needed for system restoration, whichever is later. GRS 24, Item 4a(1)

1606-04.2. Full backup tapes.

Disposition: Delete/destroy full backup tapes when second subsequent backup is verified as successful or when no longer needed for system restoration, which ever is later. GRS 24, Item 4a (2)

1606-05. Files Related to Maintaining the Security of Systems and Data

1606-05.1. System Security Plans and Disaster Recovery Plans.

Disposition: Destroy/delete 1 year after system is superseded. GRS 24, Item 5a

1606-05.2. Documents identifying IT risks and analyzing their impact, risk measurements and assessments, action to mitigate risks, implementation of risk action plan, service test plans, test files and data.

Disposition: Destroy/delete 1 year after system is superseded. GRS 24, Item 5b

1606-06. User Identification, Profiles, Authorizations and Password Files (Excluding records relating to Electronic Signatures)

1606-06.1. Systems requiring special accountability, e.g., those containing information that may be needed for audit or investigative purposes and those that contain classified records.

Disposition: Destroy/delete inactive file 6 years after user account is terminated or password is altered, or when no longer needed for investigative or security purposes, whichever is later. GRS 24, Item 6a

1606.06.2. Routine systems, i.e., those not covered by FN 1606-06.1. See FN 1601-01.3 for log-in files, password files, audit trail files, etc.

Disposition: Delete/destroy when the agency determines they are no longer needed for administrative, legal, audit, or other operational purposes. GRS 24, Item 6b

1606-07. Computer Security Incident Handling, Reporting and Follow-up Records

Disposition: Destroy delete 3 years after all necessary follow-up actions have been completed. GRS 24, Item 7

1606-08. IT Operations Records.

1606-08.1. Workload schedules, run reports, and schedules of maintenance and support activities.

Disposition: Destroy/delete when 1 year old. GRS 24, Item 8a

1606-08.2. Problem reports and related decision documents relating to the software infrastructure of the network or system.

Disposition: Destroy/delete when 1 year old. GRS 24, Item 8b

1606-08.3. Reports on operation, including measures of benchmarks, performance indicators, and critical success factors, error and exception reporting, self-assessments, performance monitoring; and management reports.

Disposition: Destroy/delete when 3 years old. GRS 24, Item 8c

1606-09. Financing of IT Resources and Services

[NOTE: Copies of records needed to support contracts should be in procurement files, see file series 208.]

1606-09.1. Agreements formalizing performance criteria for quantity and quality service, including definition of responsibilities, response times and volumes, charging, integrity guarantees, and non-disclosure agreements.

Disposition: Destroy/delete 3 years after agreement is superseded or terminated. GRS 24, Item 9a

1606-09.2. Files related to managing third-party services, including records that document control measures for reviewing and monitoring contracts and procedures for determining their effectiveness and compliance.

Disposition: Destroy/delete 3 years after control measures or procedures are superseded or terminated. GRS 24, Item 9b

1606-09.3. Records generated in IT management and service operations to identify and allocate charges and track payments for computer usage, data processing and other IT services excluding records that are part of the agency's cost accounting system, which are covered in FN 208-17. GRS 24, Item 9c

Disposition: Destroy/delete records with no outstanding payment issues when 3 years old.

1606-10. IT Customer Service Files

1606-10.1. Records related to providing help desk information to customers, including pamphlets, responses to "Frequently Asked Questions," and other documents prepared in advance to assist customers.

Disposition: Destroy/delete 1 year after record is superseded or obsolete. GRS 24, Item 10a

1606-10.2. Help desk logs and reports and other files related to customer query and problem responses; query monitoring and clearance; and customer feedback records; and related trend analysis and reporting.

Disposition: Destroy/delete when 1 year old or when no longer needed for review and analysis, whichever is later. GRS 24, Item 10b

1606-11. IT Infrastructure Design and Implementation Files. Records of individual projects designed to provide and support new agency IT infrastructure (see Note), systems, and services. Includes records documenting (1) requirements for and implementation of functions such as maintaining network servers, desktop computers, and other hardware, installing and upgrading network operating systems and shared applications, and providing data telecommunications; (2) infrastructure development and maintenance such as acceptance/accreditation of infrastructure components, analysis of component options, feasibility, costs and benefits, and work associated with implementation, modification, and troubleshooting; (3) models, diagrams, schematics, and technical documentation; and (4) quality assurance reviews and test plans, data, and results.

1606-11.1. Records for projects that are not implemented.

Disposition: Destroy/delete 1 year after final decision is made. GRS 24, Item 11a

1606-11.2. Records for projects that are implemented.

Disposition: Destroy/delete 5 years after project is terminated. (GRS 24, Item 11b)

1606-11.3. Installation and testing records.

Disposition: Destroy/delete 3 years after final decision on acceptance is made. GRS 24, Item 11c

NOTE: IT Infrastructure means the basic systems and services used to supply the agency and its staff with access to computers and data telecommunications. Components include hardware such as printers, desktop computers, network and web servers, routers, hubs, and network cabling, as well as software such as operating systems (e.g., Microsoft Windows and Novell NetWare) and shared applications (e.g., electronic mail, word processing, and database programs). The services necessary to design, implement, test, validate, and maintain such components are also considered part of an agency's IT infrastructure. However, records relating to specific systems that support or document mission goals are not covered by this item and must be scheduled individually by the agency by submission of an SF 115 to NARA.

1607. CHIEF INFORMATION OFFICER FILES

1607-01. Information Technology (IT) Program Planning Records. Records relating to the development of agency IT programs. Included are records that document agency-wide IT goals; specify milestones to be achieved; identify performance measures for the agency's IT portfolio; or summarize the underlying principles and approach by which the agency will plan for and manage its IT resources. Records may include strategic and tactical plans documenting the implementation and maintenance of IT systems in support of the agency mission and also may include records supporting formally issued plans, such as records of concurrence, comments, clearances, justifications, and other issuance records.

Disposition: Cut off annually. Destroy/delete when 7 years old or when no longer needed, whichever is later. Note: This item does not apply to the data content or design of individual IT systems. Records relating to specific mission-related systems must be scheduled individually by submission of an SF 115 to NARA. GRS 27, Item 1

1607-02. Enterprise Architecture Files. Records identifying the IT systems and networks required to perform the agency's mission and the transitional processes required to implement comprehensive programs to support that mission. Records may include technical reference models, diagrams, graphics, models, and narratives that describe the agency's baseline architecture, target architecture, and related sequencing plans.

Disposition: Cut off when superseded by a new iteration of the enterprise architecture. Destroy/delete when 7 years old or when no longer needed, whichever is later. GRS 27, Item 2

1607-03. IT Capital Investment Records. Records documenting the integration of IT investments with agency-wide strategic planning, budgeting, procurement, and management. Records include routine and periodic reports on IT capital investments; capital asset plans; business cases for major investments, systems, acquisitions, or operational assets identified in the agency's capital investment portfolio; and clearance and review records.

Disposition: Cut off annually. Destroy/delete when 7 years old or when no longer needed, whichever is later. [Note: Records needed to support contracts are scheduled under file series 208.] GRS 27, Item 3\

1607-04. Legal and Regulatory Compliance Records. 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: Cut off annually. Destroy/delete when 5 years old. GRS 27, Item 4

1607-05. CIO Committee Records. Records maintained by committees, boards, task forces, conferences, or other IT advisory, governing, or policy bodies for which the CIO has designated sponsorship, leadership, or recordkeeping responsibilities. Records include meeting minutes, summaries, agendas, and transcripts; reports, studies, and publications; membership records; correspondence, mailing, and distribution records; and other administrative committee records.

Disposition: Cut off annually. Destroy/delete when 5 years old. Note: Records of Government-wide committees sponsored by CIOs, such as the Federal Chief Information Officers Council, are not covered by this item. GRS 27, Item 5

1607-06. CIO Subject and Office Records. Records not otherwise identified in this GRS that include briefings, reports, presentations, studies, correspondence, and other documents created to support IT program objectives; responses to and decisions on matters affecting the IT program; or operational and managerial guidance to all organizational segments of the agency.

Disposition: Cut off annually. Destroy/delete when 5 years old. Note: Official agency policy records generated by the CIO are not covered by this item. They are considered agency policy and issuance records and are scheduled elsewhere. (See 103 series) (GRS 27, Item 6)