

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-476-06-3	
: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>5-1-2006</i>	
1. FROM (Agency or establishment) DEPARTMENT OF COMMERCE		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 BUREAU OF INDUSTRY AND SECURITY (BIS)			
3. MINOR SUBDIVISION OFFICE OF THE CHIEF INFORMATION OFFICER			
4. NAME OF PERSON WITH WHOM TO CONFER ELAINE FARROW	5. TELEPHONE NUMBER 202-482-2165	DATE <i>5/1/06</i>	ARCHIVIST OF THE UNITED STATES <i>Allen W...</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 <u>1</u> page(s) are not needed now for the business for 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>5/1/06</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>		TITLE
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See attached pages		

Agency only

BUREAU OF INDUSTRY AND SECURITY
RECORDS SCHEDULE FOR THE
MULTI-PURPOSE APPLICATION RECORD
RETRIEVAL SYSTEM (MARRS)
N1-476-06-3

The Office of the Chief Information Officer (OCIO) is responsible for the development, implementation, and operation of BIS information systems. This office is also charged with managing the dissemination of information to the public via the web, computer facilities, and equipment and the application of information technology to improve the Bureau's processes and operations.

1. INPUT RECORDS

Source Documents

Data is manually scanned into MARRS by internal Bureau of Industry and Security (BIS) personnel.

DISPOSITION: TEMPORARY: Retain in MARRS for 5 years and then destroy.

2. DATA BASE RECORDS

Data is maintained on MARRS and all data is backed up as part of the network enterprise image backup process on a daily basis.

DISPOSITION: TEMPORARY: Retain in MARRS for 5 years and then destroy.

3. OUTPUT RECORDS

Electronic tagged image files (TIFF) that are viewable from any standard image viewer.

DISPOSITION: TEMPORARY: Retain in the Office of the Chief Information Officer for 5 years and then destroy.

4. SYSTEM DOCUMENTATION

Data system specifications, codebooks, record layouts, user guides, and output specifications for TIFF files relating to MARRS.

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