REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

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

1. FROM (Agency or establishment)
EXECUTIVE OFFICE OF THE PRESIDENT

2. MAJOR SUBDIVISION
OFFICE OF ADMINISTRATION

3. MINOR SUBDIVISION
RECORDS MANAGEMENT OFFICE

4. NAME OF PERSON WITH WHOM TO CONFER
Nell Doering

5. TELEPHONE
(202) 395-6471

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 11-8-95

ARCHIVIST OF THE UNITED STATES *John W. Carl*

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 ___8___ 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,

[X] is not required; [ ] is attached; or [ ] has been requested.

DATE
5/30/95

SIGNATURE OF AGENCY REPRESENTATIVE
Nell Doering

TITLE
EOP RECORDS MANAGEMENT OFFICER

7. ITEM	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Executive Office of the President, Office of Administration, OASIS ALL-IN-1 Applications and other VAX Cluster Applications records schedule attached.		

115-109
NSN 7540-00-634-4064
PREVIOUS EDITION NOT USABLE
STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA
36 CFR 1228

This schedule applies to the VAX Cluster in the EOP DATA Center at the Office of Administration, Executive Office of the President.

OASIS ALL-IN-1 APPLICATIONS

The following applies to the records of the Executive Office of the President that are created or received on the Office of Administration OASIS ALL-IN-1 electronic communications system **after July 14, 1994.**

1. **E-Mail Records.** E-mail messages that are created or received on the OASIS ALL-IN-1 electronic communications system that have been determined to be Federal records. E-mail records include transmission data (identities of sender and recipient, and the date of transmittal), and receipt data, where necessary. The records consist of the message and any attachments (including drafts). Nonrecord material will be deleted after monitoring. All Federal records will be transferred to an electronic recordkeeping system for preservation. The electronic recordkeeping system will enable creation of indices to all records in the system.

    A. **Master File of Recordkeeping System Data. (Not authorized for disposal as described under 1.B.).**

        DISPOSITION: PERMANENT

        Transfer data file to NARA at the end of each Presidential Administration in accordance with 36 CFR 1228.188. A separate Master File of Recordkeeping System Data will be transferred to NARA for each EOP Federal component.

    B. **Records in the Recordkeeping System containing temporary Federal records about routine, short-term, day-to-day administrative matters such as civilian personnel, fiscal accounting, procurement, travel and transportation, communications, printing, and other internal housekeeping activities that are unrelated to the official program functions of an office and add no substantial information to the agency official administrative records.**

DISPOSITION: TEMPORARY

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

C.   **E-Mail Records Documentation.**

The documentation for each data file will include any additional information about the format of the data file and/or the context in which the data file was created.

DISPOSITION: PERMANENT

Transfer a copy of the E-mail records documentation to NARA with the records described in 1.A (above). Transfer any updates to the documentation with subsequent transfers of records.

NOTE: All transfers of documentation will conform with requirements in 36 CFR 1228.

D.   **Electronic Version of the E-Mail Federal Records on the "Live" OASIS ALL-IN-1 System.**

DISPOSITION: TEMPORARY

Delete when Federal records have been copied to the recordkeeping system.

2.   **Federal Record Calendars and Task Tracking Created on the OASIS ALL-IN-1 System of Designated High-Level Officials.**

Federal calendars created by the Executive Office of the President designated high-level officials.

A.   **Electronic Version.**

       DISPOSITION: TEMPORARY

       Delete after printing and filing calendar in appropriate file.

B.   **Paper Version.**

       DISPOSITION: PERMANENT

       Interfile with official records and transfer to NARA according to the approved schedule controlling those records.

3. **Indices.** Lists maintained on the system of the contents of electronic folders of OASIS All-IN-1 users.

    DISPOSITION: TEMPORARY

    Delete when no longer needed for administrative, legal, audit, or other operational purposes.

4. **Distribution Lists.** Mailing lists on the OASIS ALL-IN-1 System created by users for sending e-mail messages to groups of recipients. All recipients of e-mail messages are identified in full on the message itself.

    DISPOSITION: TEMPORARY

    Delete when no longer needed for administrative, legal, audit, or other operational purposes.

5. **EOP Directory.** The data on the **EOP Directory** contains names of individuals, their organization affiliation, room number, and telephone numbers. This is a dynamically changing list of EOP personnel.

    A. **Electronic Copy.**

        DISPOSITION: TEMPORARY

        Print out paper copy quarterly. Delete and/or update as necessary.

    B. **Paper Copy.**

        DISPOSITION: PERMANENT

        Retire printed copy with Office of Administration, Information System and Technology Division official files in accordance with NARA approved records schedules.

6. **Phone Messaging.** The Desk Management function allows the user to send phone messages through the computer. Phone messages that are records because they contain substantive information on agency activities must be documented and incorporated into the agencies official files.

    A. **Electronic Copy.**

        DISPOSITION: TEMPORARY

        Delete when one month old.

B.   Paper Copy.

>   **Interfile with official records and handle according to the approved schedule controlling those records.**

7.   Pager Requests.   The Desk Management function allows the user to send paging requests.

DISPOSITION: TEMPORARY

Delete when one month old.

OASIS ALL-IN-1 AND OTHER VAX CLUSTER APPLICATIONS

8.   Backup Tapes.   Backup tapes created after July 15, 1994, of the VAX Cluster which includes VMS System related software, user directories, training packages for system operators, and Presidential and Federal applications, consisting of copies of temporary records authorized for destruction, nonrecord materials, and records that are duplicated elsewhere for preservation and disposition.   See **Information Note** concerning Presidential records.

DISPOSITION: TEMPORARY

Daily Backup Tapes.   Delete when set of weekly backup tapes has been created without error.

Weekly Backup Tapes.   Delete when 90 days old.

INFORMATION NOTE: The following applications are authorized for disposition under the NARA General Records Schedules.

OASIS ALL-IN-1 APPLICATIONS

1. **User Directory.** The user directory is an electronic feature of the system that provides users with a short-cut to entering the name of the intended recipient of a message. This is a dynamically changing list of system users.

    DISPOSITION: TEMPORARY

    Delete when no longer needed for administrative, legal, audit, or other operational purposes.

2. **WAVES Appointment Requests.** Requests to the Secret Service to clear visitors into the White House complex. The Secret Service preserves all requests that it receives.

    A. **Electronic Requests.**

        DISPOSITION: TEMPORARY

        Delete when no longer needed for administrative, legal, audit, or other operational purposes.

    B. **Requests made on Paper Forms.**

        DISPOSITION: TEMPORARY

        Destroy when no longer needed for administrative, legal, audit, or other operational purposes.

3. **Bulletin Board.** The bulletin board is used to notify OASIS All-IN-1 users of scheduled events such as blood drives, classroom training, and insurance open seasons. The record copy of announcements is maintained in the recordkeeping system of the originating office and is separately scheduled.

    DISPOSITION: TEMPORARY

    Delete when no longer needed for administrative, legal, audit, or other operational purposes.

4. **Suggestion Box.** Electronic messages from OASIS All-IN-1 users suggesting improvements to the system.

    DISPOSITION: TEMPORARY

    Delete when no longer needed for administrative, legal, audit, or other operational purposes.

OASIS ALL-IN-1 APPLICATIONS (continued)

5. **User Set-up.** Consists of user passwords, locations, work hours, calendar and date formats, and log-in/log-out data.

    DISPOSITION: TEMPORARY

    Delete when no longer needed for administrative, legal, audit, or other operational purposes.

6. **Federal Record Calendars and Task Tracking of Staff (Other than Designated High-Level Officials).**

    DISPOSITION: TEMPORARY

    Delete when two years old.

7. **System Distribution Lists.** Mailing lists created by system managers to facilitate system messages to users.

    DISPOSITION: TEMPORARY

    Delete when no longer needed for administrative, legal, audit, or other operational purposes.

OTHER VAX CLUSTER APPLICATIONS

8. **DB/2 Services Request Form. This application allows clients to request DB/2 system and data base administration services.**

    DISPOSITION: TEMPORARY

    Delete when no longer needed for administrative, legal, audit, or other operational purposes.

9. **Security Files.** These are system generated data that are used to monitor user attempts to access any computer resource from outside the EOP complex; also contains a log file of all accesses to the system using dial-up and a security report file on every day log-in errors.

    DISPOSITION: TEMPORARY

    Delete when no longer needed for administrative, legal, audit, or other operational purposes.

OTHER VAX CLUSTER APPLICATIONS (continued)

10. **Supply Order Form.** This application is accessed through the Desk Management function and allows the user to order supplies.

   DISPOSITION: TEMPORARY

   Delete when no longer needed for administrative, legal, audit, or other operational purposes.

11. **Training Schedules (SCHED).** This function allows customer support to register clients for computer classes and produce attendance reports.

   DISPOSITION: TEMPORARY

   Delete when no longer needed for administrative, legal, audit, or other operational purposes.

12. **Weekly Usage Reports.** This is system generated data used to monitor system usage.

   DISPOSITION: TEMPORARY

   Delete when no longer needed for administrative, legal, audit, or other operational purposes.

NOTE: A data tape that conforms with 36 CFR 1228 of OASIS ALL-IN-1 electronic communications that contain Presidential records (excluding nonrecord materials) will be transferred to the White House Office of Records Management at the end of each year or more often should the volume exceed more than one data tape per year.

INFORMATION NOTE: The following applications are nonrecord:

OASIS ALL-IN-1 APPLICATIONS

1.   **Calculator.**   The Desk Management function provides access to a calculator for the users personal use.

2.   **Information Management.**   This function displays commercial and other non-agency information such as the news and weather.

3.   **Lock Keyboard.**   This function allows the user to insert a special password to lock the keyboard when not in use.

4.   **Personal Rolodex.**   The Personnel Directory function provides this feature that allows users to create personal address and telephone lists for ready reference and not for circulation.

5.   **Training Routines and HELP Files.**   The interactive training routines allows the users to become familiar with the various functions on the system.   The HELP file contains text to assist users as they are executing their applications.

6.   **World Wide Time.**   The Desk Management function allows the user to find the time in major foreign and United States cities.

OTHER VAX CLUSTER APPLICATIONS

7.   **Personnel Vacancy Search Request.**   This function provides access to specific lists of government-wide vacancies.

8.   **Presidential Remarks On-Line.**   This is a Library application used by the library staff to access Presidential public statements and speeches.