

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

*(See Instructions on reverse)*

TO: 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 W. Doering**

5. TELEPHONE  
**(202) 395-6471**

LEAVE BLANK (NARA use only)

JOB NUMBER  
**NI-429-00-3**

DATE RECEIVED  
**5/6/2000**

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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  
**11-10-03**

ARCHIVIST OF THE UNITED STATES  
*John W. Paul*

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 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,

is not required;  is attached; or  has been requested.

DATE  
**4/18/00**

SIGNATURE OF AGENCY REPRESENTATIVE  
*Nell W. Doering*

TITLE  
**OA RECORDS MANAGEMENT OFFICER**

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p><b>Executive Office of the President Office of Administration</b></p> <p><b>OASIS ALL-IN-1 (Electronic Communications Created Prior to July 15, 1994)</b></p>		

*SS Sent Copies to Agency, NARA, NAWMC*

**EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF ADMINISTRATION**

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 restored from backup tapes of the Executive Office of the President that were created or received on the Office of Administration OASIS ALL-IN-1 electronic communications system **prior to July 15, 1994.**

- 1. E-Mail Records.** These records consist of e-mail messages that were created or received by the users of the OASIS ALL-IN-1 electronic communications system. The 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). All records will be transferred to an electronic recordkeeping system for preservation.

**A. Master Data File of Recordkeeping System Data.**

**Inclusive Dates:** January 21, 1993 through July 14, 1994.

**Arrangement Statement:** E-mail messages are arranged chronologically by date.

**Statement of Restrictions:** These records may be subject to the restrictions in the Freedom of Information Act (5 U.S.C. 552) and the Privacy Act (5 U.S.C. 552a).

**Current Volume:** 119 3480 tapes..

**DISPOSITION: PERMANENT**

**Transfer Master Data File of Recordkeeping System Data to NARA at the end of the current Presidential Administration in accordance with 36 CFR 1228. A separate Master Data File of the Recordkeeping System Data will be transferred to NARA for each EOP Federal component.**

**B. 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.

**Inclusive Dates:** Variable.

**Arrangement Statement:** Not applicable.

Statement of Restrictions: No restrictions.

**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.

2. **Backup Tapes.** Backup tapes, original and copies, created prior to July 15, 1994, of the VAX Cluster which include the operating system related software, user directories, training packages for system operators, 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.

~~DISPOSITION: TEMPORARY~~  
*Disposition Not Authorized. Retain in NARA custody.*  
~~Destroy when Master Data File of Recordkeeping System Data and Documentation on Permanent Federal records (1.A. and 1.B above) have been transferred to NARA and the Master Date File of Recordkeeping System Data has been read and successfully copied (1.A. above).~~

3. **Residue Report Tapes.** The reconstruction process created a report containing a listing of files on the tapes that were not used in the reconstruction process for that time period. This report is called the Residue Report. The report is contained on a tape set called the Report Tapes.

~~DISPOSITION: TEMPORARY~~  
*Disposition Not Authorized. Retain in NARA custody.*  
~~Destroy when Master Data File of Recordkeeping System Data and Documentation on Permanent Federal records (1.A. and 1.B above) have been transferred to NARA and the Master Date File of Recordkeeping System Data has been read and successfully copied (1.A. above).~~

NOTE: Data tapes that conform with 36 CFR 1228 of OASISALL-IN-1 electronic communications that contain Presidential records (51 3480 tapes) will be transferred to the White House Office of Records Management at the end of the Presidential Administration.

*All changes made per e-mail message of Oct 31, 2003, from  
Markus K. Mart, ECA Records Officer.  
Daniel A Langbart NWM L  
11/5/03*