

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-286-10-2</i>	DATE RECEIVED <i>10/15/09</i>
1 FROM (Agency or establishment) United States Agency for International Development		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Office of the Chief Information Officer			
3 MINOR SUBDIVISION Business Systems Engineering			
4 NAME OF PERSON WITH WHOM TO CONFER Patricia Kristobek	5 TELEPHONE 703-666-1288	DATE <i>7-22-10</i>	ARCHIVIST OF THE UNITED STATES WITHDRAWN

6 AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in the matters pertaining to the disposition of its records and that the records proposed for disposal attached page(s) are not 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 <i>7-22-09</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Cynthia Stapler</i>	TITLE <i>Office of Admin. Serv. Acting Chief, Information & Records Div.</i>
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	JIRA - (see attachment) WITHDRAWN	N/A	

JIRA – Acquired by USAID in July 2006, JIRA is the Agency's official issue tracking system. JIRA is a commercial-off-the-shelf system developed by Atlassian. JIRA replaced USAID's legacy MS Access based LARS system in 2006. The system is used by various teams to track their daily activities, tasks, bugs and changes across the divisions.

System Master File: JIRA is an issue (or bug) tracking system. Most of the data is entered by the users who use JIRA on a daily basis. Some of the legacy data is imported into JIRA by the JIRA Administrator. JIRA contains the Agency's historical and current data used for changes to the code, documents, artifacts etc. This information is stored in JIRA as a ticket. The System extracts information used for reports which analyze the Agency's history with regards to issues or bugs within the System.

Disposition: Destroy data when JIRA is replaced or becomes obsolete after migrating to the new issue tracking system and producing printouts, if needed, of system information to assist in file retrieval.

System Documentation: User Guides, training documents, maintenance documentation.

Disposition: Destroy when system becomes obsolete.

Withdrawn

GRS

GRS