

ED Records Schedule

SCHEDULE LOCATOR NO.: 106

REVISION DATE: 7/15/2010

TITLE: Enterprise Architecture Records

PRINCIPAL OFFICE: Office of Chief Information Officer (OCIO)

NARA DISPOSITION AUTHORITY: GRS – See disposition instructions

DESCRIPTION:

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 INSTRUCTIONS:

- a. Enterprise Architecture Records (GRS 27 Item 2)

TEMPORARY

Cut off when superseded by a new iteration of the enterprise architecture. Destroy/delete 7 years after cutoff or when no longer needed, whichever is later.

1. ED Enterprise Architecture Repository master data files

This system is used to develop and house the Department's enterprise architecture. It is a planning tool that guides decisions on information technology investments for the Department. System data includes IT system planning artifacts such as business process maps and data dictionaries.

TEMPORARY

Cut off when superseded by a new iteration of the enterprise architecture. Destroy/delete 7 years after cutoff or when no longer needed, whichever is later.

IMPLEMENTATION GUIDANCE:

Follow the disposition instructions in ED 086 Information Systems Supporting Materials for system software; input/source records; output and reports; and system documentation.

ARRANGEMENT/ANNUAL ACCUMULATION:

PREVIOUS NARA DISPOSITION AUTHORITY:

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SPECIFIC LEGAL REQUIREMENTS:

SPECIFIC RESTRICTIONS:

LINE OF BUSINESS: Administration/Departmental