

Updated on 05/2018 to Include New Disposition Authority

NOAA Records Schedules

Chapter 2200

Records of the Chief Information Officer (CIO)

2200 OFFICE OF THE CHIEF INFORMATION OFFICER (CIO)

This schedule provides disposal authorization for certain records created and maintained by Federal Chief Information Officers (CIO) and their program offices. This schedule applies to the records of CIOs at agency or departmental headquarters as well, as those of deputy and subordinate CIOs at the bureau or field office level. This schedule does not apply to officials with Government-wide responsibilities for information resources management (IRM) and information technology (IT) governance.

In accordance with the Clinger-Cohen Act (originally the Information Technology Management Reform Act), CIOs of 24 major departments and agencies have IRM as their primary duty. They are responsible for advising and assisting the agency's executive with IT acquisition and management; developing and maintaining the agency's IT architecture; promoting the efficient design and operation of the agency's major information resources management processes; monitoring the performance of IT programs of the agency; and developing the knowledge and skill of IT staff. CIOs may also lead, coordinate, or participate in programs to support the mandates of the Paperwork Reduction Act, Government Paperwork Elimination Act, Federal Records Act, E-Government Act of 2002, Privacy Act, Government Performance and Results Act, and other Federal laws and regulations relating to IRM.

This schedule does not cover all records relating to the work of CIOs. CIOs are often responsible for programs and activities whose records are already covered by an approved GRS. Records not described in this or any other GRS must be scheduled by submission to NARA of an SF 115, Request for Records Disposition Authority. If records are part of a larger case file or recordkeeping system that contains records not covered in this schedule, agencies must separately schedule those records or systems by submitting an SF 115 to NARA. If records covered by more than one item in this schedule are maintained together in one file or recordkeeping system, agencies must retain the records for the longest retention period authorized for those items.

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Series #	Records Series Title	Records Description	Disposition Authority	Disposition Instruction
2200	Records of the Chief Information Officer			
2200-01	Information Technology (IT) Program Planning Records	<p>Records of agency IT program development and capital investment planning that document goals and when 7 years old, but 2017-0009- milestones to achieve them; planning principles and activities; performance and evaluation measures longer retention is 0001 such as TechStat reviews; and compliance with requirements such as OMB Circular A-130, the Federal authorized if required for Information Technology Acquisition Reform Act, and other laws. Includes:</p> <ul style="list-style-type: none"> • strategic and tactical plans • records of internal agency governance boards supporting formally issued plans, including comments, concurrences, clearances, and justifications • records maintained by committees, boards, task forces, conferences, or other IT advisory, governing, or policy bodies for which the Chief Information Officer (CIO) has sponsorship, leadership, or recordkeeping responsibilities 	<p>DAA-GRS- 2017-0009-0001 (GRS 6.3, item 010)</p> <p><i>Supersedes NOAA Schedule Items:</i></p> <p><i>2200-01, Information Technology (IT) Programing Records (GRS 27, item 1);</i></p> <p><i>2200-03, IT Capital Investment Records (GRS 27, item 3); and</i></p> <p><i>2200-05, CIO Committee Records (GRS 27, item 5)</i></p>	<p>TEMPORARY. Destroy when 7 years old, but longer retention is authorized if required for business use.</p>

		<ul style="list-style-type: none">• reports and statistics documenting quantitative and qualitative performance measures, such as Government Performance and Results Act (GPRA) reporting• portfolio management records, including clearance and review• reports on IT capital investments, such as OMB Exhibit 300 Major IT Business Cases (MITBCs) and IT Portfolio Summaries (ITPS), including IT Dashboard Exhibit 300 MITBC submissions• business case development, review, and clearance records regarding major investments, systems, acquisitions, or operational assets. <p>Exclusion 1: Policy records generated by the CIO (agencies must schedule these separately).</p> <p>Exclusion 2: Records of Government-wide committees sponsored by CIOs, such as the Federal Chief Information Officers Council (the agency with responsibility for convening the committee must schedule its records separately).</p> <p>Exclusion 3: System data or content (agencies must schedule these separately).</p> <p>Exclusion 4: Systems development records (GRS 3.1,</p>		
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		<p>General Technology Management Records, item 011, System development records, covers these).</p> <p>Exclusion 5: Records documenting system and operational level compliance with IT policies, directives, and plans (GRS 3.1 General Technology Management Records, item 040, Information technology oversight and compliance records, covers these).</p>		
2200-02	Enterprise Architecture Records.	<p>Records that describe the agency's baseline or target enterprise or its information architecture, including technical reference models, diagrams, graphics, models, sequencing plans, and narratives.</p> <p>Exclusion: Records of basic systems and services used to supply the agency and its staff with access to computers and data telecommunications (GRS 3.1 General Technology Management Records, item 010, Infrastructure project records, covers these).</p>	<p>DAA-GRS- 2017-0009-0002 (GRS 6.3, item 020)</p> <p><i>Supersedes NOAA Schedule Item:</i> <i>2200-02 (GRS 27, item 2)</i></p>	<p>TEMPORARY. Destroy 7 years after creating a new iteration of the enterprise or information architecture, but longer retention is authorized if required for business use.</p>
2200-03	Legal and Regulatory Compliance Reporting Records.	<p>Reports prepared in compliance with Federal laws and regulations, such as the E-Government Act (Public Law 107-347), Title III (Federal Information Security Management Act), and Title V (Confidential Information Protection and Statistical Efficiency Act), as codified in 44 U.S.C. §101.</p>		
		<p>a. Annual reports by agency CIO, Inspector General, or Senior Agency Official for Privacy.</p> <p>Legal citation: OMB M-07-16.</p>	<p>DAA-GRS- 2013-0007-00022 (GRS 4.2, item 080)</p> <p><i>Supersedes NOAA Schedule Item:</i></p>	<p>TEMPORARY. Destroy in 5 years, but longer retention is authorized if required for</p>

			2200-04 (GRS 27, item 4)	business use.
		b. All other agency reports and internal reports by individual system owners to the Senior Agency Official for Privacy (SAOP).	DAA-GRS- 2013-0007-00023 (GRS 4.2, item 081) <i>New Item</i>	TEMPORARY. Destroy 2 years after submission of report, but longer retention is authorized if required for business use.
2200-06	CIO Subject and Office Records.	The disposition authority (GRS 27, item 6), Subject and Office Records, was RESCINDED by NARA Transmittal 27 ; therefore, these records will be captured under NOAA Schedule 100-11, Program Correspondence Subject Files Maintained at the Operating Unit, Line Organization, and Program Offices above the Division Level.	N1-370-90-2 (6/9/95)	PERMANENT. Follow the disposition Instructions for NOAA Schedule 100-11.
2200-07	Schedules of Daily Activities.	The disposition authority (GRS 27, item 7), Schedules of Daily Activities, was RESCINDED by NARA Transmittal 27 . CIOs are considered high-level officials under Capstone email guidance; therefore, it is not appropriate to schedule these records as universally temporary. These records will be captured under NOAA Schedule 204-06.	DAA-GRS- 2014-0001- 0001 (GRS 6.1, item 010)	PERMANENT. Follow the disposition instructions for NOAA Schedule 204-06, Email Managed Under a Capstone Approach.