

# INFORMATION RESOURCE MANAGEMENT

<b>Class Code</b>	<b>Title</b>	<b>Retention after folder closure</b>	<b>Security Code*</b>
IRM-1.00	Information Resource Management Policy	Permanent	
IRM-1.10	Information Resource Management General Files	6 years	
IRM-1.11	Reserved – Use IRM-1.10		
IRM-2.00	Information Resource Management Reports	5 years	FOUO
IRM-3.00	Software Development, Maintenance, and Support	5 years	
IRM-4.00	Information Technology Facilities and Equipment	5 years	
IRM-5.00	Information Technology Planning and Programs	5 years	FOUO
IRM-6.00	Systems Operations and Customer Services	3 years	FOUO
IRM-7.00	Reserved – Use IRM-6.00		
IRM-7.10	Information Technology Security Plans	3 years	FOUO, PA
IRM-7.20	Information Technology Systems Access	1 years	FOUO
IRM-8.00	Communications and Control Systems	5 years	FOUO
IRM-8.10	Reserved – Use IRM-8.00		
IRM-8.20	Reserved – Use IRM-8.00		
IRM-8.30	Reserved – Use IRM-8.00		

\* Documents under these codes could be:

FOUO = For Official Use Only

PA = Privacy Act

No designation = Public

# INFORMATION RESOURCE MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
<b>IRM-1.00</b>	<p><b>Information Resource Management Policy</b></p> <p>Case files for official policy (including final rules and solicitors' opinions), guidelines, and procedures that govern information resources management activities that are not included in the master set of directives. Includes correspondence, memorandums, e-mail, and other documentation regarding the creation and implementation of official policy, guidance, and procedures.</p>	<b>DISPOSAL NOT AUTHORIZED</b>
	<p style="text-align: right;"><b>Official File Copy -</b></p> <p style="text-align: center;"><b>Transfer Medium – Paper/Film -</b></p> <p style="text-align: center;"><b>Transfer Medium – Electronic -</b></p> <p style="text-align: right;"><b>Reference Copy -</b></p>	<p><b>PERMANENT</b> - Close files at the end of calendar year when superseded, canceled, or revoked.</p> <p>Hardcopy records (other than nonrecurring series) – Transfer to the Federal Records Center 3 years from cutoff or as volume warrants; transfer to the National Archives 30 years from closure.</p> <p>Transfer to the National Archives 3 years from cutoff, as volume warrants, or other event (dependent on how the electronic record is generated or the system that generates the electronic record).</p> <p>Retain working reference copy in agency and destroy when no longer required for current business needs.</p>
	<p>Security Code: None Vital Record: Yes</p>	<p>NARA Disposal Authority: N1-115-94-1</p>

## INFORMATION RESOURCE MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
<b>IRM-1.10</b>	<p><b>Information Resource Management General Files</b></p> <p>General subject files including correspondence, memorandums, e-mail and other documentation relating to information resource management.</p>	
	<b>NOTE:</b> Use case files for program specific documentation.	
	<p style="text-align: center;"><b>Official File Copy -</b></p> <p style="text-align: center;"><b>Disposal Instructions -</b></p> <p style="text-align: center;"><b>Reference Copy -</b></p>	<p><b>Temporary</b> - Close files at the end of each calendar year.</p> <p>Paper/film/electronic: Destroy in agency 6 years after closure.</p> <p>Retain working reference copy in agency and destroy when 6 years old or sooner if no longer required for current business needs.</p>
	<p>Security Code:   None</p> <p>Vital Record:    No</p>	NARA Disposal Authority: N1-115-94-1

## INFORMATION RESOURCE MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
<b>IRM-2.00</b>	<p><b>Information Resource Management Reports</b></p> <p>Generalized reports relating to information resource management.</p>	
	<p style="text-align: center;"><b>Official File Copy -</b></p> <p style="text-align: center;"><b>Disposal Instructions -</b></p> <p style="text-align: center;"><b>Reference Copy -</b></p>	<p><b>Temporary</b> - Close files at the end of each calendar year.</p> <p>Paper/film/electronic: Destroy in agency 5 years after closure.</p> <p>Retain working reference copy in agency and destroy when 5 years old or sooner if no longer required for current business needs.</p>
	<p>Security Code: FOUO Vital Record: No</p>	<p>NARA Disposal Authority: N1-115-94-1</p>

# INFORMATION RESOURCE MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
<b>IRM-3.00</b>	<p><b>Software Development, Maintenance, and Support</b></p> <p>General files including correspondence, memorandums, e-mail and other documentation relating to software development, maintenance, and documentation. Including:</p> <ul style="list-style-type: none"> <li>&gt; Backup data for software programs</li> <li>&gt; Software systems, applications, and evaluations</li> <li>&gt; Software analysis and documentation</li> <li>&gt; Graphics software</li> <li>&gt; Service agreements, etc.</li> <li>&gt; Website development and management</li> <li>&gt; Intranet development and management</li> <li>&gt; Internet administration activities</li> </ul>	
	<p><b>Official File Copy -</b></p> <p><b>Disposal Instructions -</b></p> <p><b>Reference Copy -</b></p>	<p><b>Temporary</b> - Close files at the end of each calendar year or when a software package has been replaced.</p> <p>Paper/film/electronic: Destroy in agency 5 years after closure.</p> <p>Retain working reference copy in agency and destroy when 5 years old or sooner if no longer required for current business needs.</p>
	<p>Security Code: None</p> <p>Vital Record: No</p>	<p>NARA Disposal Authority: N1-115-94-1 GRS-24.11.b</p>

# INFORMATION RESOURCE MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
<b>IRM-4.00</b>	<p><b>Information Technology Facilities and Equipment</b></p> <p>General files including correspondence, memorandums, e-mail and other documentation relating to physical computer equipment and components, IT facilities, and site management. Including:</p> <ul style="list-style-type: none"> <li>&gt; Facility/site management plans</li> <li>&gt; Equipment support services</li> <li>&gt; Site reviews and reports</li> <li>&gt; Equipment maintenance and service histories</li> <li>&gt; Logs of problems and corrective actions</li> <li>&gt; LAN-WAN components</li> <li>&gt; Hardware and other components</li> <li>&gt; System analysis and reporting requirements</li> </ul>	
	<p><b>Official File Copy -</b></p> <p><b>Disposal Instructions -</b></p> <p><b>Reference Copy -</b></p>	<p><b>Temporary</b> - Close files at the end of each calendar year or when equipment has been replaced.</p> <p>Paper/film/electronic: Destroy in agency 5 years after closure.</p> <p>Retain working reference copy in agency and destroy when 5 years old or sooner if no longer required for current business needs.</p>
	<p>Security Code: None</p> <p>Vital Record: No</p>	<p>NARA Disposal Authority: N1-115-94-1 GRS 24.2</p>

# INFORMATION RESOURCE MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
<b>IRM-5.00</b>	<p><b>Information Technology Planning and Programs</b></p> <p>General files including correspondence, memorandums, e-mail and other documentation relating to information technology program oversight, compliance, and planning. Including:</p> <ul style="list-style-type: none"> <li>&gt; Bureau-wide IT master plans</li> <li>&gt; Capital Planning and Investment Control</li> <li>&gt; Budget strategy and funding</li> <li>&gt; Cost benefit analyses</li> <li>&gt; System implementation plans</li> <li>&gt; Life-cycle analysis and planning</li> <li>&gt; Feasibility studies and reviews</li> <li>&gt; Authorizations for Certification and Accreditation</li> <li>&gt; Security Assessment Reports</li> <li>&gt; Risk assessments, contingency, and mitigation plans</li> <li>&gt; Privacy Impact Assessments</li> <li>&gt; Plan of Action and Milestones</li> <li>&gt; Security Technical Implementation Guides</li> <li>&gt; Federal Information Security Management Act</li> <li>&gt; E-Gov reporting data</li> <li>&gt; Rehabilitation Act Amendments (Section 508)</li> </ul>	
	<p><b>Official File Copy -</b></p> <p><b>Disposal Instructions -</b></p> <p><b>Reference Copy -</b></p>	<p><b>Temporary</b> - Close files at the end of each calendar year.</p> <p>Paper/film/electronic: Destroy in agency 5 years after closure.</p> <p>Retain working reference copy in agency and destroy when 5 years old or sooner if no longer required for current business needs.</p>
	<p>Security Code: FOUO</p> <p>Vital Record: No</p>	<p>NARA Disposal Authority: N1-115-94-1 GRS 24.1</p>

# INFORMATION RESOURCE MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
<b>IRM-6.00</b>	<p><b>Systems Operations and Customer Services</b></p> <p>General files including correspondence, memorandums, e-mail and other documentation relating to IT systems, technical operation, maintenance, and user support services. Including:</p> <ul style="list-style-type: none"> <li>&gt; Systems evaluations, migrations, and upgrades</li> <li>&gt; Configuration management</li> <li>&gt; Network configurations</li> <li>&gt; Systems management</li> <li>&gt; IT asset management</li> <li>&gt; Operational procedures and assessments</li> <li>&gt; Network infrastructure maintenance activities</li> <li>&gt; System maintenance schedules</li> <li>&gt; System maintenance service logs</li> <li>&gt; Service requests, work orders, service histories</li> <li>&gt; Technical assistance to users and response</li> <li>&gt; Help Desk customer service logs</li> <li>&gt; Routine system backups and restoration tapes</li> </ul>	
	<p><b>NOTE:</b> Refer to 36 CFR Part 1234.1 – 1234.34 for permanent electronic records</p>	
	<p style="text-align: center;"><b>Official File Copy -</b></p> <p style="text-align: center;"><b>Disposal Instructions -</b></p> <p style="text-align: center;"><b>Reference Copy -</b></p>	<p><b>Temporary</b> - Close files at the end of each calendar year.</p> <p>Paper/film/electronic: Destroy in agency 3 years after closure.</p> <p>Retain working reference copy in agency and destroy when 3 years old or sooner if no longer required for current business needs.</p>
	<p>Security Code: FOUO Vital Record: No</p>	<p>NARA Disposal Authority: N1-115-94-1 GRS 24.3 and 24.4</p>

# INFORMATION RESOURCE MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
<b>IRM-7.10</b>	<p><b>Information Technology Security Plans</b></p> <p>Case files, including correspondence, memorandums, e-mail and other documentation relating to IT systems security. Including:</p> <ul style="list-style-type: none"> <li>&gt; System security plans</li> <li>&gt; Evidence of Certification and Accreditation</li> <li>&gt; Security assessment reports</li> <li>&gt; Disaster recovery plans</li> <li>&gt; Continuity of Operations plans</li> <li>&gt; Risk assessment and mitigation</li> <li>&gt; Plans to identify unauthorized use and misuse of Government IT Systems</li> <li>&gt; Security plan to prevent sabotage</li> </ul>	
	<p>Authorization:</p> <ul style="list-style-type: none"> <li>&gt;Computer Act of 1987</li> </ul>	
	<p style="text-align: center;"><b>Official File Copy -</b></p> <p style="text-align: center;"><b>Disposal Instructions -</b></p> <p style="text-align: center;"><b>Reference Copy -</b></p>	<p><b>Temporary</b> – Close file at the end of calendar year in which new plan or directive is issued.</p> <p>Paper/film/electronic: Destroy in agency 3 years after closure.</p> <p>Retain working reference copy in agency and destroy when 3 years old or sooner if no longer required for current business needs.</p>
	<p>Security Code: FOUO, PA Vital Record: Yes</p>	<p>NARA Disposal Authority: N1-115-94-1 GRS 24.5 and 24.7</p>

## INFORMATION RESOURCE MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
<b>IRM-7.20</b>	<p><b>Information Technology Systems Access</b></p> <p>User credentials and documentation relating to system access.</p> <ul style="list-style-type: none"> <li>&gt; User applications and authorization for access</li> <li>&gt; Identification profiles</li> <li>&gt; Personal password identifiers used to verify authorized account user and information</li> </ul>	
	<p style="text-align: right;"><b>Official File Copy -</b></p> <p style="text-align: center;"><b>Disposal Instructions -</b></p> <p style="text-align: right;"><b>Reference Copy -</b></p>	<p><b>Temporary</b> - Close files at the end of calendar year in which access has been superseded, revoked, or employee has transferred or separated from service.</p> <p>Paper/film/electronic: Destroy in agency 1 year after closure.</p> <p>Retain working reference copy in agency and destroy when 1 year old or sooner if no longer required for current business needs.</p>
	<p>Security Code: FOUO</p> <p>Vital Record: Yes</p>	NARA Disposal Authority: N1-115-94-1

# INFORMATION RESOURCE MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
IRM-8.00	<p><b>Communications and Control Systems</b></p> <p>Case files including correspondence, memorandums, e-mail and other documentation relating to the management, installation, operation, and maintenance of telecommunications and control systems used for transmission of voice, control, and data signals over hard wire or via satellite. Including:</p> <ul style="list-style-type: none"> <li>&gt; Studies, reviews, network plans, service reports, inventories, work orders, load controls, recurring changes, and similar documentation</li> <li>&gt; Requirements for acquisition and usage or consolidation and disposal of equipment and systems</li> <li>&gt; 2-way radio (fixed or mobile)</li> <li>&gt; Cellular telephones/communication devices</li> <li>&gt; Pagers</li> <li>&gt; Voice-mail systems management</li> <li>&gt; Telephone systems management</li> <li>&gt; Economic dispatch</li> <li>&gt; Fiber optic systems</li> <li>&gt; Microwave/satellite systems</li> <li>&gt; SAR – Security Access Requests</li> <li>&gt; Early Warning Device Systems</li> <li>&gt; Supervisory Control Data Acquisition Systems (SCADA)</li> <li>&gt; Powerline carrier current systems</li> <li>&gt; Land Mobile Radio (MR)</li> <li>&gt; Transfer trip systems</li> <li>&gt; Water systems automation</li> </ul>	
	<p><b>Official File Copy -</b></p>  <p><b>Disposal Instructions -</b></p>  <p><b>Reference Copy -</b></p>	<p><b>Temporary</b> - Close files at the end of each calendar year or when equipment or system has been replaced, migrated, or is no longer in use.</p> <p>Paper/film/electronic: Destroy in agency 5 years after closure.</p> <p>Retain working reference copy in agency and destroy when 5 years old or sooner if no longer required for current business needs.</p>
	<p>Security Code: FOUO</p> <p>Vital Record: No</p>	NARA Disposal Authority: N1-115-94-1