

INFORMATION RESOURCE MANAGEMENT

Use for correspondence and related material pertaining to management of information resources.

NOTE: See also AUTOMATED DATA PROCESSING, COMMUNICATIONS, INFORMATION-PUBLIC RELATIONS, and RECORDS MANAGEMENT

Disposal Authority:  
Job No. NCL-310-80-2

CODE	TITLE	DESCRIPTION	RETENTION	
			OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
IRM	INFORMATION RESOURCE MANAGEMENT	Use for policies and procedures covering all items included under this primary subject.	RETAIN: Disposition pending NARS approval.	RETAIN: Disposition pending NARS approval.
1	<u>Data Management</u>		RETAIN: Disposition pending NARS approval.	RETAIN: Disposition pending NARS approval.
1-1	ADP/MIS - Hardware Inventory System		RETAIN: Disposition pending NARS approval.	RETAIN: Disposition pending NARS approval.
1-2	Data Dictionary		RETAIN: Disposition pending NARS approval.	RETAIN: Disposition pending NARS approval.
1-3	Database Technology		RETAIN: Disposition pending NARS approval.	RETAIN: Disposition pending NARS approval.
1-3-1	Information Locator System			
1-4	Software Inventory System		RETAIN: Disposition pending NARS approval.	RETAIN: Disposition pending NARS approval.
2	<u>Guidelines and Plans</u>		RETAIN: Disposition pending NARS approval.	RETAIN: Disposition pending NARS approval.
3	<u>Reports-Statistics</u>	Use for reports, studies, surveys, progress reports, and significant accomplishment reports.	Retention periods vary according to type of report. See Records Control Schedule or contact RMO for specific disposal information.	Retention periods vary according to type of report. See Records Control Schedule or contact RMO for specific disposal information.
4	<u>Standards</u>	Use for general correspondence regarding Departmental Information Processing Standards (DIPS) and Federal Information Processing Standards (FIPS).	RETAIN: Disposition pending NARS approval.	RETAIN: Disposition pending NARS approval.