

| OLD CODE | NEW (USDA) CODE    | TITLE/DESCRIPTION  | DISPOSITION  | DISPOSITION AUTHORITY |
|----------|--------------------|--|--|-----------------------|
|          | <b><u>CIOR</u></b> | <b><u>CHIEF INFORMATION OFFICERS</u></b>   |  |                       |
|          | CIOR – 1           | <p>IT Program Planning</p> <p>Records relating to the development of agency IT programs. Included are records that document agency-wide IT goals; specify milestones to be achieved; identify performance measures for the agency's IT portfolio; or summarize the underlying principles and approach by which the agency will plan for and manage its IT resources. Records may include strategic and tactical plans documenting the implementation and maintenance of IT systems in support of the agency mission and also may include records supporting formally issued plans, such as records of concurrence, comments, clearances, justifications, and other issuance records.</p> | <p><b><u>TEMPORARY:</u></b></p> <p>Destroy/delete when 7 years old or when no longer needed, whichever is later.</p> | GRS 27, Item 1        |
|          | CIOR – 2           | <p>Enterprise Architecture Records</p> <p>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.</p>  | <p><b><u>TEMPORARY:</u></b></p> <p>Destroy/delete when 7 years old or when no longer needed, whichever is later.</p> | GRS 27, Item 2        |
|          | CIOR – 3           | <p>Capital Investment Records</p> <p>Records documenting the integration of IT investments with agency-wide strategic planning, budgeting, procurement, and management. Records include routine and periodic reports on IT capital investments; capital asset plans; business cases for major investments, systems, acquisitions, or operational assets identified in the agency's capital investment portfolio; and clearance and review records.</p>   | <p><b><u>TEMPORARY:</u></b></p> <p>Destroy/delete when 7 years old or when no longer needed, whichever is later.</p> | GRS 27, Item 3        |
|          | CIOR – 4<br>✦      | <p>Legal and Regulatory Compliance</p> <p>Records documenting agency compliance with Federal IRM laws and regulations, including systems and reports created to support compliance with the mandates of OMB, GAO, and other Federal IRM and IT oversight agencies.</p>   | <p><b><u>TEMPORARY:</u></b></p> <p>Destroy 5 years after submission of report.</p>                                   | GRS 4.2, Item 080     |

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|          | CIOR – 5        | <p data-bbox="431 195 781 222">CIO Subject and Office Records</p> <p data-bbox="431 254 959 464">Records not otherwise identified in this GRS that include briefings, reports, presentations, studies, correspondence, and other documents created to support IT program objectives; responses to and decisions on matters affecting the IT program; or operational and managerial guidance to all organizational segments of the agency.</p> | <p data-bbox="1016 195 1190 222"><u>TEMPORARY:</u></p> <p data-bbox="1016 254 1284 312">Destroy or delete when 5 years old.</p> | GRS 27, Item 6        |
|          |                 |   |   |                       |