


<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER N1-064-08-9	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 6/11/08	
1. FROM (Agency or establishment) National Archives & Records Administration (NARA)		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office of Records Services – Washington, DC (NW)		In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Center for the National Archives Experience (NWE)			
4. NAME OF PERSON WITH WHOM TO CONFER Diana Johnston (NHR)	5. TELEPHONE NUMBER (301) 837-1857	DATE 6/2/08	ARCHIVIST OF THE UNITED STATES APL Went
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 1 page are not needed now for the business for this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,  <input checked="" type="checkbox"/> Is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 6/5/2008	SIGNATURE OF AGENCY REPRESENTATIVE 		TITLE NARA Records Officer
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See attached for descriptions of and dispositions for VISTA, the "Visitor Services" reservation scheduling system used by staff members in the Center for the National Archives Experience (NWE).		

**File No. 16xx: VISTA – Visitor Services Reservation Scheduling System (operational in the Center for the National Archives Experience [NWE])**: The basic VISTA software (“Back Office”) allows for scheduling of public programs (mostly tours) at both the National Archives Building (Archives I) and the National Archives at College Park (Archives II). At Archives I, NWE staffs use VISTA to: (1) reserve self-guided and guided tours of the “National Archives Experience” – the Rotunda for the Charters of Freedom, Public Vaults, Lawrence F. O’Brien Gallery, and William G. McGowan Theater – and (2) schedule “Constitution-in-Action” Learning Lab sessions (Boeing Learning Center), videoconferences, and teacher workshops. VISTA also includes tools to facilitate the allocation of resources (i.e., personnel, equipment, and facilities) and management of customer/visit-related information (i.e., customer relationship management [CRM] capabilities).

**Item 1. [File No. 16xx-1:] VISTA Input Records.** May include e-mails, faxes, and letters from prospective visitors to the National Archives and from “third party” contact persons who book reservations for visitors.

*Proposed Disposition:* TEMPORARY. Delete/destroy:

- When no longer needed for reference, OR
- According to a predetermined time period or business rule (e.g., by allowing for implementation of the “auto delete” feature in Novell GroupWise). (GRS 23, item 7).

**Item 2. [File No. 16xx-2:] VISTA Data.** VISTA includes data about individuals and groups who request to take tours (of Archives I and Archives II) and groups for whom reservations are made for Learning Lab sessions, videoconferences, and teacher workshops held at Archives I. There are also data about “third party bookings” – instances when individual and group reservations (“sales” in VISTA) are made by someone other than the visitors themselves. For guided tours and educational workshops, data are also entered for the “allocating of resources,” such as “people” (i.e., NARA employees, volunteers, and interns) and “spaces” (e.g., Learning Lab, videoconference room).

*Proposed Disposition:* TEMPORARY. Delete data when VISTA system is retired.

**Item 3. [File No. 16xx-3:] Transmittals and Confirmation Letters<sup>1</sup>.**

**Item 3a. [File No. 16xx-3a:] “Standard Reply” Transmittals Sent by E-Mail.** These e-mails are sent along with confirmation letters to prospective visitors.

<sup>1</sup> Confirmation letters are considered to be “media neutral,” meaning that the proposed disposition applies whether the letters are retained as hard copies or as electronic files.

~~*Proposed Disposition:* TEMPORARY. Delete/destroy:~~

- ~~• When no longer needed for reference, OR~~
- ~~• According to a predetermined time period or business rule (e.g., allowing for implementation of the “auto delete” feature in Novell GroupWise). (GRS 23, item 7).~~

**Item 3b. [File No. 16xx-3b:] Confirmation Letters and All Other Transmittals.** In VISTA, confirmation letters are called “Reservation Confirmation & Entrance Tickets.” NWE routinely collects confirmation letters turned in by visitors on which the visitors note the “actual number of people from group entering the National Archives.” These turned-in letters allow for NWE to monitor the numbers of visitors who participate in tours or other programs that are tracked in VISTA. “All other transmittals” include standard replies from NWE that are sent by postal mail or as fax cover sheets.

- *Proposed Disposition:* TEMPORARY. Destroy/delete when no longer needed for administrative or reference purposes.

**Item 4. [File No. 16xx-4:] Reports**<sup>2</sup>. The reports generated by VISTA and utilized by NWE include, but are not limited to:

- “Event Reservation Listings – Detail or Summary,”
- “Reservation Arrivals – Summary,”
- “Event Customer Attendance Summaries,”
- “Event Schedules,” and
- “Personnel Event Schedules.”

*Proposed Disposition:* TEMPORARY. Destroy/delete when no longer needed for administrative or reference purposes.

**Item 5. [File No. 16xx-5:] System Administration Records.**

**Item 5a. [File No. 16xx-5a:] User Profiles.** Data relating to users’ log-in privileges and other system permissions.

*Disposition:* TEMPORARY. Delete data when VISTA system is retired.  
(GRS 20, item 1c)

**Item 5b. [File No. 16xx-5b:] Audit Logs and Other System Usage Data.**

*Disposition:* TEMPORARY. Delete data when VISTA system is retired.  
(GRS 20, item 1c)

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<sup>2</sup> As with confirmation letters, VISTA-generated reports are also considered to be “media neutral.”