

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER 71-040-01-3	DATE RECEIVED 4-18-2001
1. FROM (Agency or establishment) Emergency Loan Guarantee Board		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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			
4. NAME OF PERSON WITH WHOM TO CONFER Dan Rooney	5. TELEPHONE 202-482-0451	DATE 3-8-02	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>

**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 2 page(s) are not now needed for the business of 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,

is not required;  is attached; or  has been requested.

DATE 4/11/01	SIGNATURE OF AGENCY REPRESENTATIVE <i>Daniel Rooney</i>	TITLE Department of Commerce Records Management Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See attached schedule.		

**EMERGENCY STEEL LOAN GUARANTEE BOARD  
AND  
EMERGENCY OIL AND GAS GUARANTEED LOAN BOARD**

**1. Program/Subject Correspondence Files**

a. Letters, memoranda, reports, minutes, agendas, regulations, legal reviews, and other correspondence maintained by the steel and oil and gas program directors, the general counsel, and the executive secretary relating to the programmatic functions and activities of the Boards.

*Disposition:* Permanent. Cut off files annually. Retire to the Washington National Records Center (WNRC) 5 years after cutoff. Transfer to the National Archives 10 years after cutoff.

b. Board Meeting Minutes and Testimony Files: Contains Board history and preliminary organization meetings minutes. Records also include transcript of Board meeting minutes including agenda, draft topic reports with supporting documents and/or publications, report comments, daily digest, and backup documents.

*Disposition:* Permanent. Cut off files annually. Retire to the Washington National Records Center (WNRC) 5 years after cutoff. Transfer to the National Archives 10 years after cutoff.

**2. Loan Guarantee Case Files**

Applications for loan guarantees and supporting documentation submitted by applicants, financial data, evaluations of oil and gas reserves and other collateral assets, environmental determinations, legal documentation, offers of guarantee, quarterly monitoring reports, and other correspondence relating to the application, review, evaluation, approval, and closing on the loan.

a. Successful loan guarantee applications that went to settlement

*Disposition:* Temporary: Transfer to WNRC 2 years after final repayment. Destroy 7 years after final repayment.

b. Unsuccessful/withdrawn loan guarantee applications

*Disposition:* Temporary: Destroy 3 years after denial/withdrawal of loan guarantee.

### **3. Electronic Mail and Word Processing System Copies**

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

- a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

*Disposition:* Temporary. Destroy/delete within 180 days after the recordkeeping copy has been produced.

- b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

*Disposition:* Temporary. Destroy/delete when dissemination, revision, or updating is completed.