

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>71-371-02-3</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION (NWML) 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		Date received <i>2-20-2002</i>	
1. FROM (Agency or establishment) Department of Defense		NOTIFICATION TO AGENCY 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Defense Information Systems Agency (DISA)			
3. MINOR SUBDIVISION Military Personnel and Security (MPS)			
4. NAME OF PERSON WITH WHOM TO CONFER <i>For Tommie Gregg</i> Linda Hobbs, Security Specialist	5. TELEPHONE NUMBER (703) 681-0504	DATE <i>6-25-02</i> 20020213	ARCHIVIST OF THE UNITED STATES <i>John W. Cal</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 <i>1</i> page(s) 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, X <input type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 20020213	SIGNATURE OF AGENCY REPRESENTATIVE <i>Tommie Gregg</i> Tommie Gregg		TITLE Agency Records Officer
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION (See Attachment)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<i>CC Agency, NR, NWML</i>		

502-01 Communications Security Administrative Files.

Correspondence, messages, and other papers relating to communications security, but exclusive of files described in other schedule items under 502.

Disposition: Destroy when 3 years old.

502-13 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 502-01. Also included are electronic copies of 502-01 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: 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: Destroy/delete when dissemination, revision, or updating is completed.