

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
10. NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) • WASHINGTON, DC 20408		JOB NUMBER N1-434-99-4	
1. FROM (Agency or establishment) National Renewable Energy Laboratory (DOE)		DATE RECEIVED 7-1-99	
2. MAJOR SUBDIVISION Legal Office		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Laura Michael	5. TELEPHONE 303-275-4160	DATE 4-18-00	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 <u>3</u> 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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 5/25/99	SIGNATURE OF AGENCY REPRESENTATIVE <i>Laura Michael</i>	TITLE Records Program Administrator	

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<p>Record Series: ATTORNEY WORKING FILES</p> <p>Description: Consist of drafts, notes, background material and reference copies of documents. The <u>record</u> copies of documents prepared by attorneys are placed in the official files as appropriate. These are covered under existing records schedules.</p> <p>a. Related to specific administrative or court cases.</p> <p>b. All other working files.</p> <p>Instructions:</p> <p>a. When the administrative or court case is closed, screen the related working file and transfer any record material to the official case file. Destroy the remaining working file 2 years after case is closed.</p> <p>b. Destroy when attorney who created the file leaves REL or when no longer needed for reference, whichever is later. Screen work file before destruction and transfer any record material to the related office file.</p>		

Agency, NR, NWRMD

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2.	<p>Record Series: STANDARDS OF CONDUCT CASE FILES</p> <p>Description: Legal opinions / standards of conduct question specific to individuals. Includes documents and background material on any apparent conflict of interest or acceptance of gratuities by NREL personnel.</p> <p>Instructions: Destroy 3 years after case is closed.</p>		
3.	<p>Record Series: INTELLECTUAL PROPERTY</p> <p>Description: Legal materials relating to copyrights and trademarks. Includes technical data.</p> <p>Instructions: Destroy 6 years after records become inactive. <i>Records become inactive when the Copyright or trademark expires.</i></p>		
4.	<p>Record Series: LEGAL CORRESPONDENCE FILES</p> <p>Description: General correspondence. Documents providing general direction, staff guidance and reporting in the management and administration of the NREL legal office and any other information relating to legal services which cannot logically be filed with any other record series.</p> <p>Instructions: Destroy after 2 years <i>after cut off.</i></p>	GRS 23.1	
5.	<p>Record Series: ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES</p> <p>Description: 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.</p> <p>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 that are used only to produce the recordkeeping copy.</p> <p>b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.</p> <p>Instructions:</p> <p>a. Destroy / delete within 180 days after the</p>		

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	<p>recordkeeping copy has been produced.</p> <p>b. Destroy / delete when dissemination, revision, or updating is completed.</p>		