



REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION		JOB NUMBER	PAGE OF
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
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>	<p><i>GRS 23.1</i></p> <p><i>12/8/99</i></p>	
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>		