

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N9-311-01-001

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Records schedules starting with the number N9 were created in response to NARA Bulletins 99-04 and 2000-02. The N9 records schedules created from 1999-2002 allowed agencies to create bulk updates to previously approved schedules to cover copies of records in word processing and email formats. Word processing and email formats are now scheduled in the General Record Schedules, superseding all N9 records schedules approved by NARA. See GRS 5.1 Item 020 Non-record keeping copies of electronic records (DAA-GRS-2016-0016-0002).

Date Reported: 09/16/2014

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N9-311-01-1	DATE RECEIVED JUL 20 2001
1. FROM (Agency or establishment) Federal Emergency Management Agency		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Operatinos Support Directorate		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Records Management Branch		DATE 10-9-01	
4. NAME OF PERSON WITH WHOM TO CONFER Tammy Schartel	5. TELEPHONE 202-646-2641	ARCHIVIST OF THE UNITED STATES J. W. Carl	

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 4 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 12/8/00	SIGNATURE OF AGENCY REPRESENTATIVE <i>Muriel B. Anderson</i>	TITLE Muriel B. Anderson, Records Officer Chief, Records Management Branch
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Change the FEMA disposition manual to include the attached comprehensive categories for e-mail and word processing versions of program records (FEMA-specific categories).		
<p>All changes to this proposed schedule have been approved by:</p> <p><i>Kevin G. Pien</i> 7/20/01 <i>Tammy Schartel</i> 7/20/01 NARA appraiser date Agency representative date</p>			
NOV 06 2001 <i>Copy to: agency</i>			

The following categories would be added to each schedule of the FEMA disposition plan as the last item for each schedule indicated. Previously approved program specific schedules for e-mail and word processing records would be superseded by these schedules. The FEMA Records Management Files Maintenance and Disposition Plan would only list these categories for e-mail and word processing records. For record series that include both GRS and FEMA-specific categories, the listed authority would be both this schedule and the GRS.

~~ACC-XX~~ ~~Electronic Mail and Word Processing System Copies~~

~~Electronic copies of records that are created on electronic mail and word processing systems created solely to produce recordkeeping copies for all items listed under the ACC schedule not covered by the General Records Schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.~~

- ~~1—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.~~

~~Destroy/delete within 180 days after the recordkeeping copy has been produced.~~

- ~~2—Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.~~

~~Destroy/delete when dissemination, revision, or updating is completed.~~

ADM-XX Electronic Mail and Word Processing System Copies

Electronic copies of records that are created on electronic mail and word processing systems created solely to produce recordkeeping copies for all items listed under the ADM schedule not covered by the General Records Schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

- 1 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.

Destroy/delete within 180 days after the recordkeeping copy has been produced.

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

Destroy/delete when dissemination, revision, or updating is completed.

AUD-XX

Electronic Mail and Word Processing System Copies

Electronic copies of records that are created on electronic mail and word processing systems created solely to produce recordkeeping copies for all items listed under the AUD schedule not covered by the General Records Schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

- 1 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.

Destroy/delete within 180 days after the recordkeeping copy has been produced.

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

Destroy/delete when dissemination, revision, or updating is completed.

NOTE: AUD-XX (1) and (2) cover all non-GRS items in the AUD chapter of the FEMA manual and supersede the email and word processing items of N1-311-99-6.

BUD-XX

Electronic Mail and Word Processing System Copies

Electronic copies of records that are created on electronic mail and word processing systems created solely to produce recordkeeping copies for all items listed under the BUD schedule not covered by the General Records Schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

- 1 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.

Destroy/delete within 180 days after the recordkeeping copy has been produced.

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

Destroy/delete when dissemination, revision, or updating is completed.

CCA-XX

Electronic Mail and Word Processing System Copies

Electronic copies of records that are created on electronic mail and word processing systems created solely to produce recordkeeping copies for all items listed under the CCA schedule not covered by the General Records Schedule Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination

- 1 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

Destroy/delete within 180 days after the recordkeeping copy has been produced

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

Destroy/delete when dissemination, revision, or updating is completed

CMC-XX

Electronic Mail and Word Processing System Copies

Electronic copies of records that are created on electronic mail and word processing systems created solely to produce recordkeeping copies for all items listed under the CMC schedule not covered by the General Records Schedule Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination

- 1 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

Destroy/delete within 180 days after the recordkeeping copy has been produced

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

Destroy/delete when dissemination, revision, or updating is completed

COG-XX

Electronic Mail and Word Processing System Copies

Electronic copies of records that are created on electronic mail and word processing systems created solely to produce recordkeeping copies for all items listed under the COG schedule not covered by the General Records Schedule Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination

- 1 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

Destroy/delete within 180 days after the recordkeeping copy has been produced

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

Destroy/delete when dissemination, revision, or updating is completed

CVD-XX

Electronic Mail and Word Processing System Copies

Electronic copies of records that are created on electronic mail and word processing systems created solely to produce recordkeeping copies for all items listed under the CVD schedule not covered by the General Records Schedule Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination

- 1 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

Destroy/delete within 180 days after the recordkeeping copy has been produced

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

Destroy/delete when dissemination, revision, or updating is completed

DAP-XX

Electronic Mail and Word Processing System Copies

Electronic copies of records that are created on electronic mail and word processing systems created solely to produce recordkeeping copies for all items listed under the DAP schedule not covered by the General Records Schedule Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination

- 1 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

Destroy/delete within 180 days after the recordkeeping copy has been produced

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

Destroy/delete when dissemination, revision, or updating is completed

~~EEO-XX~~ ~~Electronic Mail and Word Processing System Copies~~

~~Electronic copies of records that are created on electronic mail and word processing systems created solely to produce recordkeeping copies for all items listed under the EEO schedule not covered by the General Records Schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.~~

- ~~1 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.~~

~~Destroy/delete within 180 days after the recordkeeping copy has been produced.~~

- ~~2 Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.~~

~~Destroy/delete when dissemination, revision, or updating is completed.~~

EOM-XX Electronic Mail and Word Processing System Copies

Electronic copies of records that are created on electronic mail and word processing systems created solely to produce recordkeeping copies for all items listed under the EOM schedule not covered by the General Records Schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

- 1 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.

Destroy/delete within 180 days after the recordkeeping copy has been produced

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

Destroy/delete when dissemination, revision, or updating is completed

NOTE: EOM-XX (1) and (2) cover all non-GRS items in the EOM chapter of the FEMA manual and supersede the email and word processing items of N1-311-99-1.

FIA-XX Electronic Mail and Word Processing System Copies

Electronic copies of records that are created on electronic mail and word processing systems created solely to produce recordkeeping copies for all items listed under the FIA schedule not covered by the General Records Schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

- 1 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.

Destroy/delete within 180 days after the recordkeeping copy has been produced.

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

Destroy/delete when dissemination, revision, or updating is completed.

INF-XX Electronic Mail and Word Processing System Copies

Electronic copies of records that are created on electronic mail and word processing systems created solely to produce recordkeeping copies for all items listed under the INF schedule not covered by the General Records Schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

- 1 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.

Destroy/delete within 180 days after the recordkeeping copy has been produced.

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

Destroy/delete when dissemination, revision, or updating is completed.

IPS-XX Electronic Mail and Word Processing System Copies

Electronic copies of records that are created on electronic mail and word processing systems created solely to produce recordkeeping copies for all items listed under the IPS schedule not covered by the General Records Schedule Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination

- 1 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

Destroy/delete within 180 days after the recordkeeping copy has been produced

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

Destroy/delete when dissemination, revision, or updating is completed

LEG-XX

Electronic Mail and Word Processing System Copies

Electronic copies of records that are created on electronic mail and word processing systems created solely to produce recordkeeping copies for all items listed under the LEG schedule not covered by the General Records Schedule Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination

- 1 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

Destroy/delete within 180 days after the recordkeeping copy has been produced

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

Destroy/delete when dissemination, revision, or updating is completed

LIA-XX

Electronic Mail and Word Processing System Copies

Electronic copies of records that are created on electronic mail and word processing systems created solely to produce recordkeeping copies for all items listed under the LIA schedule not covered by the General Records Schedule Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination

- 1 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

Destroy/delete within 180 days after the recordkeeping copy has been produced

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

Destroy/delete when dissemination, revision, or updating is completed

NOTE: LIA-XX (1) and (2) cover all non-GRS items in the LIA chapter of the FEMA manual and supersede the email and word processing items of N1-311-99-4.

NTH-XX

Electronic Mail and Word Processing System Copies

Electronic copies of records that are created on electronic mail and word processing systems created solely to produce recordkeeping copies for all items listed under the NTH schedule not covered by the General Records Schedule Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination

- 1 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

Destroy/delete within 180 days after the recordkeeping copy has been produced

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

Destroy/delete when dissemination, revision, or updating is completed

NOTE: NTH-XX (1) and (2) cover all of the items in the NTH chapter of the FEMA manual and supersede the email and word processing items in N1-311-99-2.

OPM-XX

Electronic Mail and Word Processing System Copies

Electronic copies of records that are created on electronic mail and word processing systems created solely to produce recordkeeping copies for all items listed under the OPM schedule not covered by the General Records Schedule Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination

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Destroy/delete within 180 days after the recordkeeping copy has been produced.

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

Destroy/delete when dissemination, revision, or updating is completed.

PER-XX

Electronic Mail and Word Processing System Copies

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

Destroy/delete when dissemination, revision, or updating is completed

PRC-XX

Electronic Mail and Word Processing System Copies

Electronic copies of records that are created on electronic mail and word processing systems created solely to produce recordkeeping copies for all items listed under the PRC schedule not covered by the General Records Schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination

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Destroy/delete within 180 days after the recordkeeping copy has been produced.

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

Destroy/delete when dissemination, revision, or updating is completed

PRM-XX

Electronic Mail and Word Processing System Copies

Electronic copies of records that are created on electronic mail and word processing systems created solely to produce recordkeeping copies for all items listed under the PRM schedule not covered by the General Records Schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

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PRP-XX

Electronic Mail and Word Processing System Copies

Electronic copies of records that are created on electronic mail and word processing systems created solely to produce recordkeeping copies for all items listed under the PRP schedule not covered by the General Records Schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

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Destroy/delete when dissemination, revision, or updating is completed.

RAD-XX

Electronic Mail and Word Processing System Copies

Electronic copies of records that are created on electronic mail and word processing systems created solely to produce recordkeeping copies for all items listed under the RAD schedule not covered by the General Records Schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

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

Destroy/delete when dissemination, revision, or updating is completed

REM-XX

Electronic Mail and Word Processing System Copies

Electronic copies of records that are created on electronic mail and word processing systems created solely to produce recordkeeping copies for all items listed under the REM schedule not covered by the General Records Schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

1. 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

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

Destroy/delete when dissemination, revision, or updating is completed

SEC-XX

Electronic Mail and Word Processing System Copies

Electronic copies of records that are created on electronic mail and word processing systems created solely to produce recordkeeping copies for all items listed under the SEC schedule not covered by the General Records Schedule. Also includes

electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

1. 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.

Destroy/delete within 180 days after the recordkeeping copy has been produced

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

Destroy/delete when dissemination, revision, or updating is completed

SHL-XX

Electronic Mail and Word Processing System Copies

Electronic copies of records that are created on electronic mail and word processing systems created solely to produce recordkeeping copies for all items listed under the SHL schedule not covered by the General Records Schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

1. 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.

Destroy/delete within 180 days after the recordkeeping copy has been produced

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

Destroy/delete when dissemination, revision, or updating is completed

TEL-XX

Electronic Mail and Word Processing System Copies

Electronic copies of records that are created on electronic mail and word processing systems created solely to produce recordkeeping copies for all items listed under the TEL schedule not covered by the General Records Schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

1. 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

Destroy/delete within 180 days after the recordkeeping copy has been produced.

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

Destroy/delete when dissemination, revision, or updating is completed.

THP-XX

Electronic Mail and Word Processing System Copies

Electronic copies of records that are created on electronic mail and word processing systems created solely to produce recordkeeping copies for all items listed under the THP schedule not covered by the General Records Schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

1. 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

Destroy/delete within 180 days after the recordkeeping copy has been produced.

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

Destroy/delete when dissemination, revision, or updating is completed.

TNG-XX

Electronic Mail and Word Processing System Copies

Electronic copies of records that are created on electronic mail and word processing systems created solely to produce recordkeeping copies for all items listed under the TNG schedule not covered by the General Records Schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

1. 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.

Destroy/delete within 180 days after the recordkeeping copy has been produced.

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

Destroy/delete when dissemination, revision, or updating is completed

TRV-XX

Electronic Mail and Word Processing System Copies

Electronic copies of records that are created on electronic mail and word processing systems created solely to produce recordkeeping copies for all items listed under the TRV schedule not covered by the General Records Schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

1. 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

Destroy/delete within 180 days after the recordkeeping copy has been produced

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

Destroy/delete when dissemination, revision, or updating is completed

WNG-XX

Electronic Mail and Word Processing System Copies

Electronic copies of records that are created on electronic mail and word processing systems created solely to produce recordkeeping copies for all items listed under the WNG schedule not covered by the General Records Schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination

1. 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.

Destroy/delete within 180 days after the recordkeeping copy has been produced.

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

Destroy/delete when dissemination, revision, or updating is completed.