



**INACTIVE - ALL ITEMS SUPERSEDED**

~~graphs, charts, internal correspondence, preliminary report information.~~

Superseded by job / item number:

DAA-0527-2013-0022-0002

Date (MM/DD/YYYY):

08/27/2014

DISPOSITION: Destroy when no longer needed.

~~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.~~

~~DISPOSITION: Temporary~~

~~a. Copies that have no further administrative after the recordkeeping copy is made. Included 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.~~

~~Temporary: Destroy/delete with 180 days after the record keeping copy has been produced.~~

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

~~Temporary: Destroy/delete when dissemination, revision, or updating is complete.~~

Superseded by job / item number:

DAA-GRS-2013-0001-0007

Date (MM/DD/YYYY):

6/12/2014

**INACTIVE - ALL ITEMS SUPERSEDED**