

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N9-271-00-01	DATE RECEIVED MAY 30 2000
1. FROM (Agency or establishment) U. S. Department of Labor		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Employment Standards Administration		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Office of Workers' Compensation Programs			
4. NAME OF PERSON WITH WHOM TO CONFER Barbara Bowens	5. TELEPHONE 202-693-0820	DATE 1-17-01	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</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 20 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 4/21/00	SIGNATURE OF AGENCY REPRESENTATIVE <i>Maurice Hill</i>	TITLE Departmental Records Officer
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<p>The Office of Workers' Compensation Programs predecessor organization, the Bureau of Employees' Compensation (BEC), administers legislation which dates back to 1916 (the Federal Employees' Compensation Act), Department of Labor involvement in the field of workers' compensation began in 1950 when the BEC was transferred to the Department. Since that time, numerous re-organizations have taken place and current workers' compensation programs are administered by OWCP in the Department's Employment Standards Administration. OWCP is headed by a Director, who reports directly to the Assistant Secretary for Employment Standards.</p> <p>The Office of Workers' Compensation Programs (OWCP) administers programs which provide benefits to workers suffering personal injuries or contracting job-related illness for Federal Government workers under the Federal Employees' Compensation Act and other persons performing work for the United States at the time of their injury under related legislation; for Longshore and Harbor Workers; for employees of private industry in the District of Columbia under the District of Columbia Compensation Act; for workers on defense bases or on public works contracts outside the United States under the Defense Base Act; for workers under the Non-appropriated Fund Instrumentalities Act; for workers on the U.S. continental shelf under the Outer Continental Shelf Lands Act; for coal mine workers under</p>		

the Federal Coal Mine Health and Safety Act; and for other legislation related to the above statutes.

For convenience of reference, the items below are grouped under organization headings; but the disposition provisions remain effective regardless of organizational change, so long as the nature of the records remains as described.

1.	<p><u>OWCP Directives</u></p> <p>a. Concerning policies, instructions and procedures within OWCP</p> <p>Disposition: Permanent.</p> <p>NC1-271-92-1, Item 1a</p> <p>Electronic copy produced using e-mail and/or word processing systems: Delete when record keeping copy has been produced or when no longer needed for updating, reference or distribution.</p> <p>b. Concerning administrative matters such as personnel selections, statistical reporting, equipment, space and travel.</p> <p>Disposition: Temporary</p> <p>NC1-271-92-1, Item 1b</p>	
2.	<p>Electronic copy produced using e-mail and/or word processing systems: Delete when record keeping copy has been produced or when no longer needed for updating, reference <del>or</del> distribution, <i>or electronic dissemination, whichever * is later.</i></p> <p><u>Legislative and Legal Subject Files</u></p> <p>Disposition: Temporary</p> <p>N1-271-92-1, Item 2a and 2b</p> <p>Electronic copy produced using e-mail and/or word processing: Delete when record keeping copy has been produced or when no longer needed for updating, reference <del>or</del> distribution, <i>or electronic dissemination, whichever is later.</i></p>	

\* this change to all items (except items 55, 57, 58 and 59) approved by ESA RD via telephone on 10/19/00. zbs

3.	<p><u>Program Subject File</u></p> <p>Disposition: Temporary</p> <p>NC1-271-80-1, Item 3</p> <p>Electronic copy produced using e-mail and/or word processing: Delete when record keeping copy has been produced or when no longer needed for updating, reference, <del>or</del> distribution, <i>or electronic dissemination, whichever is later.</i></p>	
4.	<p><u>Claimants' Correspondence</u></p> <p>Disposition: Temporary</p> <p>NC1-271-80-1, Item 5</p> <p>Electronic copy produced using e-mail and/or word processing: Delete when record keeping copy has been produced or when no longer needed for updating, reference <del>or</del> distribution, <i>or electronic dissemination, whichever is later</i></p>	

5.	<p><u>Publications</u></p> <p>Disposition: Permanent</p> <p>NC1-271-80-1, Item 6</p> <p>Electronic copy produced using e-mail and/or word processing: Delete when record keeping copy has been produced or when no longer needed for updating, reference, or distribution, <i>or electronic dissemination, whichever is later.</i></p>	
6.	<p><u>FECA and LHWCA Caseload and Mail Reports</u></p> <p>Disposition: Permanent</p> <p>NC1-271-80-1, Item 7</p> <p>Electronic copy produced using e-mail and/or word processing: Delete when record keeping copy has been produced or when no longer needed for updating, reference, or distribution, <i>or electronic dissemination, whichever is later.</i></p>	
7.	<p><u>FEC and LHWC Quarterly Rehabilitation Reports</u></p> <p>Disposition: Permanent</p> <p>NC1-271-80-1, Item 10</p> <p>Electronic copy produced using e-mail and/or word processing: Delete when record keeping copy has been produced or when no longer needed for updating, reference, or distribution, <i>or electronic dissemination, whichever is later.</i></p>	
	<p><b>DIVISION OF PLANNING, POLICY AND STANDARDS</b></p>	
8.	<p><u>Work Measurement Reports in Director's Office.</u></p>	

	<p>Disposition: Temporary</p> <p>N1-271-92-1, Item 3</p> <p>Electronic copy produced using e-mail and/or word processing: Delete when record keeping has been produced no longer needed for updating, reference <del>or</del> distribution, <i>or electronic dissemination, whichever is later.</i></p>	
9.	<p><u>Published Studies Required by Law or Requested by Congress on the Executive Branch.</u></p> <p>Disposition: Permanent.</p> <p>N1-271-92-1, Item 4a and 4b.</p> <p>Electronic copy produced using e-mail and/or word processing: Delete when record keeping copy has been produced or when no longer needed for updating, reference, <del>or</del> distribution, <i>or electronic dissemination, whichever is later.</i></p>	

**DIVISION OF FEDERAL EMPLOYEES'  
COMPENSATION NATIONAL OFFICE**

10.

Listings of payments to FECA Beneficiaries

Disposition: Temporary

N1-271-92-1, Item 7a

Electronic copy produced using e-mail and/or word processing: Delete when record keeping copy has been produced or when no longer needed for updating, reference, ~~or~~ distribution, *or electronic dissemination, whichever is later*

11.

Master Index

Disposition: Temporary

NC1-271-80-1, Item 12

Electronic copy produced using e-mail and/or word processing: Delete when record keeping copy has been produced or when no longer needed for updating, reference, ~~or~~ distribution, *or electronic dissemination, whichever is later.*

12.	<p>NATIONAL AND FIELD OFFICES (FECA)</p> <p><u>Compensation Case Files Reporting Lost Time and/or Death</u></p> <p>Disposition: Temporary</p> <p>NC1-271-80-1, Item 14</p> <p>Electronic copy produced using e-mail and/or word processing: Delete when record keeping copy has been produced or no longer needed for updating, reference <del>or</del> distribution, <i>or electronic dissemination, whichever is later.</i></p>	
13.	<p><u>Compensation Case Files Reporting No Lost Time</u></p> <p>Disposition: Temporary</p> <p>NC1-271-80-1, Item 15</p> <p>Electronic copy produced using e-mail and/or word processing: Delete when record keeping copy has been produced or when no longer needed for updating, reference, <del>or</del> distribution, <i>or electronic dissemination, whichever is later</i></p>	
14.	<p><u>Unpayable Bills</u></p> <p>Disposition: Temporary</p> <p>NC1-271-80-1, Item 17</p> <p>Electronic copy produced using e-mail and/or word processing: Delete when record keeping copy has been produced or when no longer needed for updating, reference, <del>or</del> distribution, <i>or electronic dissemination, whichever is later</i></p>	



15.	<p><u>Summaries for Payments on Cases on the Death Periodic Roll (CA-105) and on the Disability Periodic Roll (CA-106)</u></p> <p>Disposition: Temporary</p> <p>NC1-271-80-1, Item <del>18</del> 19</p> <p>Electronic copy produced using e-mail and/or word processing: Delete when record keeping copy has been produced or when no longer needed for updating, reference, <del>or</del> distribution, <i>or electronic dissemination, whichever is later.</i></p>	
16.	<p><u>Claim for Continuance of Compensation on Account of Death (CA-12)</u></p> <p>Disposition: Temporary</p> <p>NC1-271-80-1, Item 20</p> <p>Electronic copy produced using e-mail and/or word processing: Delete when record keeping copy has been produced or when no longer needed for updating, reference, <del>or</del> distribution, <i>or electronic dissemination, whichever is later.</i></p>	
17.	<p><u>Paid Schedules</u></p> <p>Disposition: Temporary</p> <p>NC1-271-80-1, Item 21</p> <p>Electronic copy produced using e-mail and/or word processing: Delete when record keeping copy has been produced or when no longer needed for updating, reference, <del>or</del> distribution, <i>or electronic dissemination, whichever is later.</i></p>	
	<p><b>DIVISION OF LONGSHORE AND HARBOR WORKERS' COMPENSATION NATIONAL OFFICE</b></p>	<p><i>is later.</i></p>
18.	<u>Part I - Administrative Management Files</u>	

	<p>Disposition: Permanent.</p> <p>NC1-271-92-1, Item 9a</p> <p>Electronic copy produced using e-mail and/or word processing: Delete when record keeping copy has been produced or no longer needed for updating, reference <del>or</del> distribution, <i>or electronic dissemination, whichever is later.</i></p>	
19.	<p><u>Speeches, addresses and comments</u> made by DLHWC officials to the public (National Office and field).</p> <p>Disposition: Temporary</p> <p>NC1-271-92-1, Item 10</p> <p>Electronic copy produced using e-mail and/or word processing: Delete when record keeping copy has been produced or when no longer needed for updating, reference, <del>or</del> distribution, <i>or electronic dissemination, whichever is later.</i></p>	
20.	<p><u>Training Records</u></p> <p>Disposition: Temporary</p> <p>NC1-271-92-1, Item 11</p> <p>Electronic copy produced using e-mail and/or word processing: Delete when record keeping copy has been produced or when no longer needed for updating, reference, <del>or</del> distribution <i>or electronic dissemination, whichever is later.</i></p>	
21.	<p><u>Claims for Reimbursement by Insurance Carriers and Employers</u></p> <p>Disposition: Temporary</p> <p>NC1-271-80-1, Item 22</p> <p>Electronic copy produced using e-mail and/or word processing: Delete when record keeping copy has been produced or when no longer need for updating, reference <del>or</del> distribution, <i>or electronic dissemination, whichever is later.</i></p>	

22.	<p><u>Insurance Carrier Authorization Files</u></p> <p>Disposition: Temporary</p> <p>NC1-271-80-1, Item 23</p> <p>Electronic copy produced using e-mail and/or word processing: Delete when record keeping copy has been produced or when no longer need for updating, reference, or distribution, <i>or electronic dissemination, whichever is later.</i></p>	
23.	<p><u>Self-Insurer Authorization Files</u></p> <p>Disposition: Temporary</p> <p>NC1-271-80-1, Item 24</p> <p>Electronic copy produced using e-mail and/or word processing: Delete when record keeping copy has been produced or when no longer need for updating, reference, or distribution, <i>or electronic dissemination, whichever is later.</i></p>	
24.	<p><u>Records of Rehabilitation Payments Made in National Office</u></p> <p>Disposition: Temporary</p> <p>NC1-271-80-1, Item 26</p> <p>Electronic copy produced using e-mail and/or word processing: Delete when record keeping copy has been produced or when no longer need for updating, reference, or distribution, <i>or electronic dissemination, whichever is later.</i></p>	
25.	<p><u>Lost Time Cases</u></p> <p>Disposition: Temporary</p> <p>NC1-271-95-1, Item 1a and 1b.</p> <p>Electronic copy produced using e-mail and/or word processing: Delete when record keeping copy has been</p>	

	produced or when no longer needed for updating, reference <del>or</del> distribution, <i>or electronic dissemination, whichever is later.</i>	
	<b>DIVISION OF LONGSHORE AND HARBOR WORKERS' COMPENSATION</b> <b>FIELD OFFICES</b>	
26.	<u>No Time Lost.</u>  Disposition: Temporary  NC1-271-80-1, Item 27  Electronic copy produced using e-mail and/or word processing: Delete when record keeping copy has been produced or when no longer need for updating, reference <del>or</del> distribution, <i>or electronic dissemination, whichever is later.</i>	
27.	<u>Index Cards for No Time Lost Cases.</u>  Disposition: Temporary  NC1-271-80-1, Item 28  Electronic copy produced using e-mail and/or word processing: Delete when record keeping copy has been produced or when no longer need for updating, reference <del>or</del> distribution, <i>or electronic dissemination, whichever is later.</i>	
28.	<u>Index Cards for Lost Time Cases.</u>  Disposition: Temporary  NC1-271-80-1, Item 30  Electronic copy produced using e-mail and/or word processing: Delete when record keeping copy has been produced or when no longer need for updating, reference <del>or</del> distribution, <i>or electronic dissemination, whichever is later.</i>	
29.	<u>Permanent Partial Disability Cases</u>  Disposition: Temporary	

	<p>NC1-271-80-1, Item 31</p> <p>Electronic copy produced using e-mail and/or word processing: Delete when record keeping copy has been produced or when no longer need for updating, reference <del>or</del> distribution, <i>or electronic dissemination, whichever is later.</i></p>	
30.	<p><u>Death Cases.</u></p> <p>Disposition: Temporary</p> <p>NC1-271-80-1, Item 32</p> <p>Electronic copy produced using e-mail and/or word processing: Delete when record keeping copy has been produced or when no longer need for updating, reference <del>or</del> distribution, <i>or electronic dissemination, whichever is later.</i></p>	
31.	<p><u>Index cards for Death Cases.</u></p> <p>Disposition: Temporary</p> <p>NC1-271-80-1, Item 33</p> <p>Electronic copy produced using e-mail and/or word processing: Delete when record keeping copy has been produced or when no longer need for updating, reference <del>or</del> distribution, <i>or electronic dissemination, whichever is later.</i></p>	
32.	<p><u>Pending File (Injury Material).</u></p> <p>Disposition: Temporary</p> <p>NC1-271-80-1, Item 34</p> <p>Electronic copy produced using e-mail and/or word processing: Delete when record keeping copy has been produced or when no longer need for updating, reference <del>or</del> distribution, <i>or electronic dissemination, whichever is later.</i></p>	
33.	<p><u>Insurance Coverage Cards and Related Correspondence.</u></p> <p>Disposition: Temporary</p>	

	<p>NC1-271-80-1, Item 35</p> <p>Electronic copy produced using e-mail and/or word processing: Delete when record keeping copy has been produced or when no longer need for updating, reference, or distribution, <i>or electronic dissemination, whichever is later.</i></p>	
	<p><b>DISTRICT OF COLUMBIA COMPENSATION ACT</b></p> <p><b>DISTRICT OFFICE (#40)</b></p>	
34.	<p><u>No Time Lost Cases.</u></p> <p>Disposition: Temporary</p> <p>NC1-271-80-1, Item 36</p> <p>Electronic copy produced using e-mail and/or word processing: Delete when record keeping copy has been produced or when no longer need for updating, reference, or distribution, <i>or electronic dissemination, whichever is later.</i></p>	
35.	<p><u>Index Cards for No Time Lost Cases.</u></p> <p>Disposition: Temporary</p> <p>NC1-271-80-1, Item 37</p> <p>Electronic copy produced using e-mail and/or word processing: Delete when record keeping copy has been produced or when no longer need for updating, reference, or distribution, <i>or electronic dissemination, whichever is later.</i></p>	
36.	<p><u>Lost Time Cases.</u></p> <p>Disposition: Temporary</p> <p>NC1-271-80-1, Item 38</p> <p>Electronic copy produced using e-mail and/or word processing: Delete when record keeping copy has been produced or when no longer need for updating, reference, or distribution, <i>or electronic dissemination, whichever is later.</i></p>	

37.	<u>Index Cards for Lost Time Cases.</u>  Disposition: Temporary  NC1-271-80-1, Item 39  Electronic copy produced using e-mail and/or word processing: Delete when record keeping copy has been produced or when no longer need for updating, reference, <del>or</del> distribution, <i>or electronic dissemination, whichever is later.</i>	
38.	<u>Permanent Partial Disability Cases.</u>  Disposition: Temporary  NC1-271-80-1, Item 40  Electronic copy produced using e-mail and/or word processing: Delete when record keeping copy has been produced or when no longer need for updating, reference, <del>or</del> distribution, <i>or electronic dissemination, whichever is later.</i>	
39.	<u>Death Cases.</u>  Disposition: Temporary  NC1-271-80-1, Item 41  Electronic copy produced using e-mail and/or word processing: Delete when record keeping copy has been produced or when no longer need for updating, reference, <del>or</del> distribution, <i>or electronic dissemination, whichever is later.</i>	
40.	<u>Index Cards for Death Cases.</u>  Disposition: Temporary  NC1-271-80-1, Item 42  Electronic copy produced using e-mail and/or word processing: Delete when record keeping copy has been produced or when no longer need for updating, reference, <del>or</del> distribution, <i>or electronic dissemination, whichever is later.</i>	
41.	<u>Pending File (Injury Material).</u>  Disposition: Temporary	

	<p>NC1-271-80-1, Item 43</p> <p>Electronic copy produced using e-mail and/or word processing: Delete when record keeping copy has been produced or when no longer need for updating, reference, <del>of</del> distribution, <i>or electronic dissemination, whichever is later.</i></p>	
42.	<p><u>No Jurisdiction File.</u></p> <p>Disposition: Temporary</p> <p>NC1-271-80-1, Item 44</p> <p>Electronic copy produced using e-mail and/or word processing: Delete when record keeping copy has been produced or when no longer need for updating, reference, <del>of</del> distribution, <i>or electronic dissemination, whichever is later.</i></p>	
43.	<p><u>Coverage Cards (DC-570).</u></p> <p>Disposition: Temporary</p> <p>NC1-271-80-1, Item 45</p> <p>Electronic copy produced using e-mail and/or word processing: Delete when record keeping copy has been produced or when no longer need for updating, reference, <del>of</del> distribution, <i>or electronic dissemination, whichever is later.</i></p>	
44.	<p><u>Coverage Correspondence.</u></p> <p>Disposition: Temporary</p> <p>NC1-271-80-1, Item 46</p> <p>Electronic copy produced using e-mail and/or word processing: Delete when record keeping copy has been produced or when no longer need for updating, reference, <del>of</del> distribution, <i>or electronic dissemination, whichever is later.</i></p>	
	<p><b>PART II – BRANCH OF OPERATIONAL POLICIES, REGULATIONS AND PROCEDURES</b></p>	



45.	<p><u>DLHWC Internal Planning Records</u></p> <p>Disposition: Temporary</p> <p>N1-271-92-1, Item 12</p> <p>Electronic copy produced using e-mail and/or word processing: Delete when record keeping copy has been produced or when no longer needed for updating, reference, <del>or</del> distribution, <i>or electronic dissemination, whichever is later.</i></p>	
46.	<p><u>Monthly LS-3, LS-3s and Workload and Performance Standards Reports.</u></p> <p>Disposition: Temporary</p> <p>N1-271-92-1, Item 13</p> <p>Electronic copy produced using e-mail and/or word processing: Delete when record keeping copy has been produced or when no longer needed for updating, reference, <del>or</del> distribution, <i>or electronic dissemination, whichever is later.</i></p>	
47.	<p><u>Quarterly Review and Analysis Reports/National Office Program Initiatives.</u></p> <p>Disposition: Temporary</p> <p>N1-271-92-1, Item 14</p> <p>Electronic copy produced using e-mail and/or word processing: Delete when recordkeeping copy has been produced or when no longer needed for updating, reference, <del>or</del> distribution, <i>or electronic dissemination, whichever is later.</i></p>	
48.	<p><u>Annual Reports.</u></p> <p>DISPOSITION: Temporary</p> <p>N1-271-92-1, Item 15</p> <p>Electronic copy produced using e-mail and/or word processing: Delete when record keeping copy has been produced or when no longer needed for updating, reference, <del>or</del> distribution, <i>or electronic dissemination, whichever is later.</i></p>	

49.	<u>Federal Register Publication.</u>  DISPOSITION: Temporary  N1-271-92-1, Item 16  Electronic copy produced using e-mail and/or word processing: Delete when record keeping copy has been produced or when no longer needed for updating, reference <del>or</del> distribution, <i>or electronic dissemination, whichever is later.</i>	
50.	<u>Longshore (DLHWC) Procedure Manual.</u>  Disposition: Permanent.  N1-271-92-1, Item 17  Electronic copy produced using e-mail and/or word processing: Delete when record keeping copy has been produced or when no longer needed for updating, reference, <del>or</del> distribution, <i>or electronic dissemination, whichever is later.</i>	
51.	<u>Accountability Review Reports.</u>  Disposition: Temporary  N1-271-92-1, Item 18  Electronic copy produced using e-mail and/or word processing: Delete when record keeping copy has been produced or when no longer needed for updating, reference, <del>or</del> distribution, <i>or electronic dissemination, whichever is later.</i>	
	<b>PART III – BRANCH OF FINANCIAL MANAGEMENT AND INSURANCE.</b>	
52.	<u>Longshore SPECIAL FUND System.</u> <i>, hard copy reports.*</i>  Disposition: Temporary  N1-271-92-1, Item 21b	

\*added 6/14/00

	<p>Electronic copy produced using e-mail and/or word processing: Delete when record keeping copy has been produced or when no longer needed for updating, reference or distribution, <i>or electronic dissemination, whichever is later.</i></p>	
	<p><b>DIVISION OF LONGSHORE AND HARBOR WORKER' COMPENSATION NATIONAL OFFICE</b></p>	
<p>53.</p>	<p><u>Debarred Longshore Act Claimant Representatives' File:</u></p> <p>Disposition: Temporary</p> <p>N1-271-92-1, Item 29</p> <p>Electronic copy produced using e-mail and/or word Processing: Delete when record keeping copy has been produced or when no longer needed for updating, reference, <del>or</del> distribution, <i>or electronic dissemination, whichever is later</i></p>	

54.

File of Physicians and Health Care Providers Excluded Under the Longshore Act:

Disposition: Temporary

NI-271-92-1, Item 30

Electronic copy produced using e-mail and/or word  
Processing: Delete when record keeping copy has been  
produced or when no longer needed for updating, reference,  
~~A~~ distribution, or *electronic dissemination,*  
*whichever is later.*

**DIVISION OF COAL MINE  
WORKERS' COMPENSATION (DCMWC)**

55.	<p><u>FCMSA Case Files.</u></p> <p>Disposition: Temporary.</p> <p>N1-271-92-1, Item 31</p> <p>Electronic copy produced using e-mail and/or word processing: Delete when recordkeeping copy has been produced.</p>	
56.	<p><u>Black Lung Bulletins, Transmittals and Circulars.</u></p> <p>Disposition: Temporary.</p> <p>N1-271-80-1, Item 47</p> <p>Electronic copy produced using e-mail and/or word processing: Delete when recordkeeping copy has been produced or when no longer needed for updating, reference, <del>or</del> distribution, <i>or electronic dissemination, whichever is later</i></p>	

57.	<p><u>Self – Insurer Files.</u></p> <p>Disposition: Temporary.</p> <p>N1-271-80-1, Item 51</p> <p>Electronic copy produced using e-mail and/or word processing: Delete when recordkeeping copy has been produced.</p>	
58.	<p><u>Section 428 Claims.</u></p> <p>Disposition: Temporary.</p> <p>N1-271-80-1, Item 54</p> <p>Electronic copy produced using e-mail and/or word processing: Delete when recordkeeping copy has been produced.</p>	
59.	<p><u>General Correspondence.</u></p> <p>Disposition: Temporary.</p> <p>N1-271-80-1, Item 55</p> <p>Electronic copy produced using e-mail and/or word processing: Delete when recordkeeping copy has been produced.</p>	

