

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
*(See Instructions on reverse)*

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
 WASHINGTON, DC 20408

1. FROM (Agency or establishment)  
 RSPA

2. MAJOR SUBDIVISION  
 Associate Administrator for Administration and Management

3. MINOR SUBDIVISION  
 Office of Administration

4. NAME OF PERSON WITH WHOM TO CONFER | 5. TELEPHONE  
 Bevelyn Whitfield | (202) 366-8928

LEAVE BLANK (NARA use only)

JOB NUMBER  
 NI-467-00-1

DATE RECEIVED  
 3-28-00

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE *6-14-00* ARCHIVIST OF THE UNITED STATES  
*6/2/00*

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 2 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 *3/6/00* | SIGNATURE OF AGENCY REPRESENTATIVE *Jesse L. Ohta* | TITLE *Acting Director, Office of Administration*

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION  | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
|-------------|--|-----------------------------------|----------------------------------|
| 1.          | See attached sheet -- Amend paragraphs 2A - C.<br><br>The changes to this proposed schedule have been approved by <i>[redacted]</i> RSPA | NI-467-97-1                       |                                  |

*Agency, NARA, NARA*

| ITEM NO. | DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | GRS OR SUPERSEDED JOB CITATION |
|----------|--|--------------------------------|
|----------|--|--------------------------------|

1.            Exemption Files. Amend the disposition of this job to state:            NI-467-97-1, 2A

TEMPORARY. Cut off files two years after date of last official action. Scan items (excluding exemption confidential files) into RSPA or DOT/OST's optical disk system.

Destroy paper files immediately upon verification that the record copy has been fully and accurately converted to optical disk.

Delete scanned exemption files when seven years old or when no longer needed for reference purposes.

2.            Exemption Confidential Files. Amend the disposition of this job to state:            NI-467-97-1, 2B

TEMPORARY. Cut off closed files two years after last official action.

Transfer files with related finding aid (docket log) to FRC. Destroy files seven years after cut off.

3.            Exemption Background Working Files. UNCHANGED            NI-467-97-1, 2C

TEMPORARY. Destroy when no longer needed.

4.            Electronic versions of records. Created by electronic mail and word processing applications.            NI-467-97-1, 2D

Add section 2 D to this job to state:

Delete when record keeping copy is generated.