

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-467-02-1	DATE RECEIVED 9/12/01
1. FROM (Agency or establishment) Research and Special Programs Administration (RSPA)		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Associate Administrator for Hazardous Materials Safety		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Hazardous Materials Exemptions and Approvals (DHM-30)			
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Bevelyn Whitfield, Records Officer	(202) 366-8928	1-14-03	<i>[Signature]</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 <u>1</u> 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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 9/12/01	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE Chief, Administrative Services Division	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	THIS IS THE SECOND AMENDMENT TO THIS SECTION OF THE APPLICABLE RECORDS SCHEDULE. Previous amendment is NI-467-00-1. description of records	NI-467-97-1, 2A	
See attached sheet for			
<i>cc NWMA Agency</i>			

ITEM NO.	DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	GRS OR SUSPERSEDED JOB CITATION
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1. Exemption Files. Amend the disposition of this job to state: NI-467-97-1, 2A

Also included in the Exemption application files are oversized drawings, that cannot be scanned into the RSPA's optical disk system. For exemption drawings only, the following disposition is requested:

TEMPORARY. Cut off files two years after date of last official action.

Transfer oversized exemption drawings only, to the Federal Records Center (FRC).

Destroy when seven years old.

2. Electronic Mail and Word Processing System Copies Series Descriptions and Dispositions

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.

DELETE within 180 days after the recordkeeping copy has been produced.

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

DELETE when dissemination, revision, or updating is complete.