

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

*(See Instructions on reverse)*

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

1. FROM (Agency or establishment)  
**EXECUTIVE OFFICE OF THE PRESIDENT**

2. MAJOR SUBDIVISION  
**OFFICE OF ADMINISTRATION**

3. MINOR SUBDIVISION  
**RECORDS MANAGEMENT OFFICE**

4. NAME OF PERSON WITH WHOM TO CONFER  
**Nell W. Doering**

5. TELEPHONE  
**(202) 395-6471**

LEAVE BLANK (NARA use only)

JOB NUMBER  
**N1-429-00-1**

DATE RECEIVED  
**5/16/2000**

**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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 ARCHIVIST OF THE UNITED STATES

**11-10-03** *John 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 on the attached \_\_\_\_\_ 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: **4/18/00** SIGNATURE OF AGENCY REPRESENTATIVE: *Nell W. Doering* TITLE: **OA RECORDS MANAGEMENT OFFICER**

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p><b>Executive Office of the President Office of Administration</b></p> <p><b>Professional Office System (PROFS) - (Electronic Communications Created During the Reagan Administration)</b></p>		

*SL sent copies to Agency, NAWM, NAWM*

**EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF ADMINISTRATION**

This schedule applies to the Professional Office System (PROFS) that previously resided in the EOP Data Center at the Office of Administration, Executive Office of the President.

**PROFS COMMUNICATIONS SYSTEM**

The following applies to the records restored from backup tapes of the Executive Office of the President that were created or received on the Office of Administration PROFS electronic communications system **during the Reagan Administration.**

1. **E-Mail Records.** These records consist of e-mail messages that were created or received by the users of the PROFS electronic communications system. The e-mail records include notes, calendars, documents, and transmission data (identities of sender and recipient, and the date of transmittal) and receipt data, where necessary. The records consist of the message and any attachments.

**A. Master Data File of E-Mail Records Data.**

**Inclusive Dates:** April 24, 1986 through January 20, 1989.

**Arrangement Statement:** E-mail messages are arranged chronologically by date.

**Statement of Restrictions:** These records may be subject to the restrictions in the Freedom of Information Act (5 U.S.C. 552) and the Privacy Act (5 U.S.C. 552a).

**Current Volume:** 13 3480 tapes.

**DISPOSITION: PERMANENT**

**Transfer Master Data File to NARA in accordance with 36 CFR 1228, upon approval of this schedule.**

**B. E-Mail Records Documentation.**

The documentation for each data file will include any additional information about the format of the data file and/or the context in which the data file was created.

**Inclusive Dates:** Variable.

**Arrangement Statement:** Not applicable.

**Statement of Restrictions:** No restrictions.

**DISPOSITION: PERMANENT**

**Transfer a copy of the E-mail records documentation to NARA with the records described in 1.A. (above).**

**NOTE:** All transfers of documentation will conform with requirements in 36 CFR 1228.

2. **Backup Tapes.** Backup tapes (original and copies) created on PROFS which include the operating system related software, Presidential and Federal documents, notes, and calendars, consisting of copies of temporary records authorized for destruction, nonrecord materials, and records that are duplicated elsewhere for preservation and disposition..

~~**DISPOSITION: TEMPORARY**~~

~~**Destroy when Master Data File and Documentation on Permanent Federal records (1.A. and 1.B above) have been transferred to NARA and the Master Data File has been read and successfully copied (1.A. above).**~~

*Disposition Not Authorized. Retain in NARA custody.*

**NOTE:** Data tapes that conform with 36 CFR 1228 of the PROFS electronic communications that contain Presidential records (7 3480 tapes) will be transferred to the NARA at the same time as the data tapes in 1.A. above.

*Change made per e-mail message of October 31, 2003,  
from Markus K. Mast, EOP Records officer.*

*Daniel A Langbert, NWML  
11/5/03*