

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N9-047-00-009

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

## Description:

Records schedules starting with the number N9 were created in response to NARA Bulletins 99-04 and 2000-02. The N9 records schedules created from 1999-2002 allowed agencies to create bulk updates to previously approved schedules to cover copies of records in word processing and email formats. Word processing and email formats are now scheduled in the General Record Schedules, superseding all N9 records schedules approved by NARA. See GRS 5.1 Item 020 Non-record keeping copies of electronic records (DAA-GRS-2016-0016-0002).

Date Reported: 09/16/2014

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

|   |  |  |  |
|---|--|--|--|
| <b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>  |  | JOB NUMBER<br><i>N9-47-00-09</i>   |  |
| TO NATIONAL ARCHIVES & RECORDS ADMINISTRATION<br>8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001  |  | Date received<br><b>JAN 10 2000</b>  |  |
| 1 FROM (Agency or establishment)<br><b>Social Security Administration</b>   |  | <b>NOTIFICATION TO AGENCY</b>  |  |
| 2 MAJOR SUBDIVISION   |  | 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 |  |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   |  |  |  |
| 4 NAME OF PERSON WITH WHOM TO CONFER<br><b>Stanley Nusenko</b>  | 5 TELEPHONE NUMBER<br>410/965-8987<br>FAX 410/966-1704   | DATE<br><i>5-8-00</i>  | ARCHIVIST OF THE UNITED STATES<br><i>John W. Cal</i> |
| 6 AGENCY CERTIFICATION<br>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 _____ page(s) are not needed now for the business for 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,<br><br><input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested |  |  |  |
| DATE<br><i>11/23/99</i>   | SIGNATURE OF AGENCY REPRESENTATIVE<br><i>Frank T. Chyo</i>   |  | TITLE<br>SSA Records Officer                         |
| 7 ITEM NO   | 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION   | 9 GRS OR SUPERSEDED JOB CITATION   | 10 ACTION TAKEN (NARA USE ONLY)                      |
|   | Information Resources Management Files<br><br>(See attached submission in response to NARA Bulletin 99-04) |  |  |

**MODEL II FINAL**

**OFFICE OF PUBLICATIONS AND LOGISTICS MANAGEMENT  
SOCIAL SECURITY ADMINISTRATION**

Information Resources Management Files

Records accumulated by Office of Information Resources

- a Electronic copies created on electronic mail and word processing systems for all INFORMATION RESOURCES MANAGEMENT FILE under the IRM file code for all series covered by NARA Disposition Job numbers [NC-47-75-6 (I B)], [NC-47-75-6 (I C)], [NC-47-75-6 (I D)], [NC-47-75-6 (I D 1)], [NC-47-75-6 (I D 2)], [NC-47-75-6 (II A)], [NC-47-75-6 (II B)], [NC-47-75-6 (II B 1)], [NC-47-75-6 (II B 2)], [NC-47-75-6 (II C)], [NC1-84-10 (1)], [NC1-47-81-3 (I B)], [NC1-47-81-3], [NC1-47-81-3 (I C 1)], [NC1-47-81-3 (I C 2)], [NC1-47-81-10 (2)], [NC1-47-81-9 (VIII A)], [NC-47-75-11 (III A)], [NC-47-75-11 (III B)], [NC-47-75-11 (III C)], [NC-47-75-10 (B)], [NC-47-75-10 (E)], [NC1-47-81-9 (VIII A)], [NC-47-76-12 (V A)], [NC-47-76-12 (V B)], [NC-47-76-12 (V C)] and [NC-47-76-12 (V D)], (27 items, 27 temporary)

Disposition Delete/Destroy after recordkeeping copy has been produced

- b Electronic copies created on electronic mail and word processing systems for all PUBLICATIONS MANAGEMENT FILES under IRM file code for all series covered by NARA Disposition Job number

- 1 Electronic copies created on electronic mail and word processing systems for all Public Information Publication History Files, under IRM file code for all series covered by NARA Disposition Job number [NC-47-81-5 (1)], (1 item, 1 temporary)

a Electronic Copies

Disposition Delete/Destroy Drafts, mock-ups notes, and other related materials after record copy has been produced

b Electronic Record Copy of History File

Disposition Delete/Destroy copy of History file after record copy has been produced File contains one copy of each edition of a SSA Public Information Publication together with related background material

- 2 Electronic copies created on electronic mail and word processing systems for all electronic copies of Publications Number Register, under IRM file code for all series covered by NARA Disposition Job number [NC-47-75-11 (I B)], (1 item, 1 temporary)

Disposition Destroy sheets when all publications are obsolete or discontinued

- 3 Electronic copies created on electronic mail and word processing systems for all electronic copies of Job Control Records, under IRM file code for all series covered by NARA Disposition Job number, [NC-47-75-11 (I C)], (1 items, 1 temporary)

Disposition Delete/Destroy after recordkeeping copy has been produced

- 4 Electronic copies created on electronic mail and word processing systems for all electronic copies of Subscription File, under IRM file code for all series covered by NARA Disposition Job number [NC-47-75-11 (II B)], (1 item, 1 temporary)

Disposition Destroy or delete when subscriber cancels distribution

- c Electronic copies created on electronic mail and word processing systems for all electronic copies of Distribution Control Log which are used to record the receipt and distribution of legislative materials under IRM file code for all series covered by NARA Disposition Job number [NC1-47-83-5 (1)](1 item, 1 temporary)

Disposition Destroy after recordkeeping copy has been produced

- d Electronic copies created on electronic mail and word processing systems for all electronic copies of Log of One Time Requests, which are used to record one-time requests for legislative materials from individuals or offices which are not on mailing list or subscription materials under IRM file code for all series covered by NARA Disposition Job number [NC-47-83-5 (2)] (1 item, 1 temporary)

Disposition Destroy after recordkeeping copy has been produced

- e Electronic copies created on electronic mail and word processing systems for all DISTRIBUTION MANAGEMENT FILES under IRM file code for all series covered by NARA Disposition Job numbers [NC-47-75-11 (II A)], [NC1-47-81-9 (VIII A5)], [NC-47-75-11 (II B)], [NC-47-75-11 (II C)], [NC1-47-83-5 (1)], [NC1-47-83-5 (2)] and [NC1-47-83-5 (3)], (7 items, 7 temporary)

Disposition Delete/ Destroy when dissemination, revision or updating is completed

- f Electronic copies created on electronic mail and word processing systems for all REPROGRAPHIC MANAGEMENT FILES under IRM file code for all series covered by NARA Disposition Job numbers [NC-47-75-8 (I A)] and [NC-47-75-8 (I A 2)]

Disposition Delete/Destroy when dissemination, revision or updating is completed