

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-064-00-2	
To. NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 10/8/99	
1 FROM (Agency or establishment) National Archives & Records Administration		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Office of Presidential Libraries		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Sharon Fawcett	5 TELEPHONE NUMBER (301) 713-6050	DATE 2-2-00	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 ___1___ 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, <input checked="" type="checkbox"/> Is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE OCT 6 1999	SIGNATURE OF AGENCY REPRESENTATIVE <i>Reed W. Marcus</i>		TITLE NARA Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	See attached.		

cc Agency, NWML

Item 1.14xx. Researcher Case Files

Documents accumulated while providing services to on-site researchers at a Presidential library. Included are: researcher applications (NA Forms 14003A, Research Application - Presidential Libraries, or equivalent); letters of introduction; access requests, agency and/or donor authorizations or denials of access to restricted or copyrighted materials; letters of indemnification; reference service slips (pink copies of NA Forms 14001) or equivalent forms that record dates and times of researcher use, and what materials were furnished; original incoming correspondence or records of non-written inquiries, and copies of replies; price quotations and orders for reproduction services (NATF Forms 72 or equivalent); exit evaluations; and related records.

NOTE: Researcher case files may be established instead of maintaining separate series for each of the records contained in the case file. The creation of these case files is at the discretion of each Presidential Library. If maintained, the files must pertain to on-site researchers only.

a. 14xx-1. Case files for researchers who have produced significant and/or controversial research.

PERMANENT. Cut off annually. Transfer to NARA 25 years after last transaction with researcher.

b. 14xx-2. All other researcher case files.

Cut off annually Destroy 25 years after last transaction with researcher.

c. 14xx-3 Electronic Mail and Word Processing System Copies

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

1 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.

Destroy/delete within 180 days after the recordkeeping copy has been produced.

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

Destroy/delete when dissemination, revision, or updating is completed.

*OK to add to
SF 115 as
per e-mail
8/22/99*