

Item No., Description of Item and Proposed Disposition

**GRS or Superseded
Job Citation:**

1. Annual Report to the President (28A40). Documents resulting from the preparation and publication of the Annual Report to the President They include previous and current reports.

a -- Working papers. Cut off annually. Destroy when 3 years old NC1-269-84-3 9a.

b -- Annual Report PERMANENT Cut off annually Transfer to NARA when 10 years old in five year blocks, e g 1990-95 in 2006 NC1-269-84-3 9b.

Volume on hand 2 cubic feet, 1984--present

2. Agency information security program data (28A45). Included are copies of SF 311s, Agency Information Security Program Data, showing statistical data related to the information security program. NC1-269-84-3 10

PERMANENT Cut off annual Retire to FRC 4 years after cutoff Transfer to NARA when 10 years old in five year blocks, e g 1990-95 in 2006

Volume on hand 2 cubic feet, 1984--present

3. Agency files (28A65). Documents resulting from monitoring executive branch agencies in the governmentwide information security program. Included are inspection reports, regulations, correspondence, and related records NC1-269-84-3 14

PERMANENT. Cut off annually, retire to an FRC 4 years after cutoff. Transfer to NARA 10 years after cutoff in 5 year blocks, e g. 1990-95 in 2006

Volume on hand 15 cubic feet, pre-1984—present

4. 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.

- a. 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.

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

Destroy when dissemination, revision, or updating is completed.