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| <b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>   |  | JOB NUMBER<br><i>71-64-00-9</i>  |  |
| To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION<br>8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001  |  | Date received<br><i>9-5-00</i>   |  |
| 1 FROM (Agency or establishment)<br>National Archives and Records Administration   |  | <b>NOTIFICATION TO AGENCY</b>  |  |
| 2 MAJOR SUBDIVISION<br>Office of Records Services  |  | 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 |  |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<br>Life Cycle Management Division  |  |  |  |
| 4 NAME OF PERSON WITH WHOM TO CONFER<br>Stephen Cooper   | 5 TELEPHONE NUMBER<br>(301) 713-7110x237                       | DATE<br><i>1-15-01</i>   | ARCHIVIST OF THE UNITED STATES<br><i>J.W. Paul</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 <u>2</u> 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<br><b>AUG 8 2000</b>  | SIGNATURE OF AGENCY REPRESENTATIVE<br><i>Richard W. Marcus</i> |  | TITLE<br>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| 7 ITEM NO  | 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION                 | 9 GRS OR SUPERSEDED JOB CITATION   | 10 ACTION TAKEN (NARA USE ONLY)                    |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 page ]  |  |  |
| <i>Agency, NWMD, NWMA, NR</i>  |  |  |  |

## **Item No., Description of Item, and Proposed Disposition**

### **1. 1301-1c Targeted Assistance Project Files** (Note: This item is to be used by all NARA units involved in Targeted Assistance Projects)

Memorandum of Understanding; project reports, correspondence with the agency and other NARA units concerning the project; and other project documentation.

(NOTE: File record copies of SF's 115 with related documentation under file no. 1309.

File records establishing general policies and procedures for the Targeted Assistance Program under file no. 1301-1b.

**DISPOSITION:** Cut off closed Projects at the end of the FY. Destroy 10 years after cutoff.

### **2. 1311 Federal Register Disposition Documentation Case Files**

#### **2a. 1311-1 Federal Register notice publication files.**

~~Correspondence, memoranda, copies of notice, copies of SF 115, and other records accumulated in publishing notices of records dispositions in the Federal Register.~~

~~DISPOSITION—Cut off after commenting period stated in the Federal Register. Destroy when 1 year old—(N1-64-87-1: 1311)~~

#### **2b. 1311-2 Federal Register notice comments file.**

Requests from the public for copies of SF's 115, comments received via correspondence and email messages, and copies of NARA's response to requests and comments.

(NOTE: File a copy of requests, comments, and NARA's response in the appropriate Records Disposition Case File under item 1309)

**DISPOSITION:** Cut off after commenting period stated in the Federal Register. Destroy when 5 years old.

### **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.

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