REQUEST FOR RECORDS DISPOSITION AUTHORITY

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</th>
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<tbody>
<tr>
<td></td>
<td>Records of the Office of the Federal Register (NF) (See next page)</td>
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</table>

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

**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 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,

☑ is not required  ☐ is attached, or  ☐ has been requested

**DATE**  FEB 5 2001  
**SIGNATURE OF AGENCY REPRESENTATIVE**

**TITLE** NARA Records Officer

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PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV 3-91)  
Prescribed by NARA 36 CFR 1228
1505. Publication Papers

1505-3 Legal documents of Federal agencies published in the Federal Register and related materials filed after December 31, 1978

1 1505-3a. Rules Each document in this classification will have "Rule" stamped on the first page

Cut off every 6 months, hold 6 months, and retire to records center. Destroy when 10 years old

3 1505-3b Proposed rules. Each document in this classification will have "Proposed-Rule" stamped on the top of each page

Cut off every 6 months, hold 6 months, and retire to records center. Destroy when 2 years old.

1505-4 Legal documents of Federal agencies and related materials received for publication in the Federal Register but not filed for public inspection, withdrawn from publication, and not retrieved by the issuing agency

Destroy 60 days after withdrawal date if not retrieved sooner by issuing agency.

1507. Federal Register Document Control Files

NA Form 15000, Federal Register Document, and related records accumulated in recording the publication of documents in the Federal Register

4 1507-1 Record copy.

Cut off at the end of the calendar year, hold 1 year, and retire to records center. Destroy when 5 years old.

RECORDS ARE NO LONGER ACCUMULATING
Item 5. Word Processing Files and Electronic Mail (Email) Records

a. [NEW] Word Processing Files: Documents such as letters, memoranda, reports, handbooks, directives, and manuals recorded on electronic media, such as hard disks or floppy diskettes, after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes.

Disposition: Delete from the word processing system when no longer needed for updating or revision.

b. [NEW] Email Records: Senders' and recipients' versions of email messages that meet the definition of Federal records, and any attachments to the record messages after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes.

Disposition: Delete from the email system after copying to a recordkeeping system.

NOTE: Along with the message text, the recordkeeping system must capture the names of the sender and recipients and date (transmission data for recordkeeping purposes) and any receipt data when required.