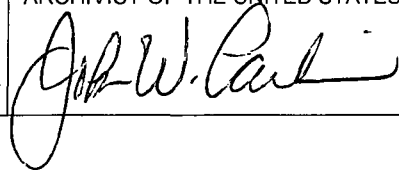
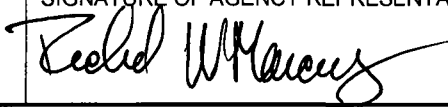


<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER N1-064-02-11	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 9-11-02	
1 FROM (Agency or establishment) National Archives & Records Administration (NARA)		NOTIFICATION TO AGENCY  In 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION Office of Records Services – Washington, DC (NW)			
3 MINOR SUBDIVISION Textual Archives Services Division (NWCT)			
4 NAME OF PERSON WITH WHOM TO CONFER Mary Rephlo (NWCT)	5 TELEPHONE NUMBER (202) 501-5390 Ext. 279	DATE 12-10-02	ARCHIVIST OF THE UNITED STATES 
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 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 SEP 5 2002	SIGNATURE OF AGENCY REPRESENTATIVE 		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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 for descriptions of and dispositions for Modern Archives Institute Files.		

24 copies sent to Agency, NARA, NWCT

**SF 115 for Modern Archives Institute Files**  
**September 10, 2002**

**Item 1. File No. 1609: Modern Archives Institute Files**

Records related to developing, planning, administering, conducting, and evaluating the Modern Archives Institute, a program for persons working in the fields of archives, manuscripts, special collections management, and records management. NARA offers this 2-week course, in partnership with the Library of Congress, to provide an introduction to archival theory and practice and the responsibilities of archival work.

File No. 1609-1 Files maintained by the Institute Director.

File No. 1609-1a. Lists of class participants; class profiles, aggregated evaluation data; and curriculum plans, notes, and other records documenting major changes in course structure, direction, and/or content. Also includes, for every third year (starting with the 70<sup>th</sup> Institute in January 1992), the final brochure and a complete binder of instructional materials provided to participants. Records are arranged chronologically.

Proposed Disposition: PERMANENT. Cut off after closeout of each Institute. Transfer to NARA in 10-year blocks when newest records are 10 years old (Supersedes N1-64-87-1)

**Item 2. File No. 1609-1b: Photographic materials for brochures; individual evaluation forms; and curriculum plans, notes, and other records documenting routine plans for and changes to semiannual Institutes. Also includes final brochures and complete binders of instructional materials that are not covered under 1609-1a. Records are arranged chronologically.**

Proposed Disposition. Cut off after closeout of each Institute. Destroy when 5 years old. (GRS 1, item 29a(1)) (Supersedes N1-64-87-1)

**Item 3. File No. 1609-2. Records relating to logistics and other administrative functions. Arranged chronologically by Institute.**

Proposed Disposition: Cut off after closeout of each Institute. Destroy 2 years after cutoff. (N1-64-87-1)

**Item 4. File No. 1609-3: Files maintained by NARA staff members who serve as instructors for Institute sessions.**

Proposed Disposition: Destroy when superseded, obsolete, or no longer needed for reference. (Supersedes N1-64-87-1)

**Item 5. File No. 1699: Word Processing Files and Electronic Mail (Email) Records**

**a. File No. 1699-1: Word Processing Files. Documents such as letters, memoranda, reports, handbooks, directives, and manuals recorded on electronic media, such as hard**

**SF 115 for Modern Archives Institute Files**  
**September 10, 2002**

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. File No. 1699-2: 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 sender and recipients and date (transmission data for recordkeeping purposes) and any receipt data when required.