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| REQUEST FOR RECORDS DISPOSITION AUTHORITY | | | JOB NUMBER <i>N1-064-03-3</i> | |
| To NATIONAL ARCHIVES AND RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001 | | | Date received <i>1-31-2003</i> | |
| 1 FROM (Agency or establishment) National Archives and Records Administration | | | NOTIFICATION TO AGENCY In accordance with the provisions of 44 USC 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disposition request including amendments is approved except for items that may be marked disposition not approved or withdrawn in column 10 | |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 | | | | |
| 3 MINOR SUBDIVISION Access Programs, Records Control Staff (HWCR) | | | | |
| 4 NAME OF PERSON WITH WHOM TO CONFER Sharon G. Thibodeau | | 5 TELEPHONE NUMBER 301-837-3450 | DATE <i>5-12-03</i> | ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 _____ 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 JAN 31 2003 | SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</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| 7 ITEM NO | 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARA USE ONLY) | |
| 1 | 1406 Change of Status Files Documents created to record changes in the volume and custody of accessioned records holdings, as well as descriptive information on records series | | | |
| a | 1406-5 NARS A-1 System containing the automated Change of Status - below Record Group Level and other machine-readable descriptions of NARA holdings a Master file with related documentation Arranged by record group and subgroup Destroy when no longer needed for current operations | N1-64-87-1 1406-5a | | |
| b | b Microfiche of NARS A-1 Destroy when no longer needed for current operations | N1-64-87-1 1406-5b | | |
| 2 | 1406-6 Change of Holdings Tracking System (Formerly titled Record Group Statistics and Analysis (NARS A-1 1/2 or A-B-C Lists)) Statistics and other analyses of holdings by record group, custodial unit, and type of record b FY End Report Arranged by record group and subgroup. custodial unit, or type of record Destroy when no longer needed for current operations | N1-64-87-1 1406-6b | | |

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