

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-064-03-5	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 5-29-2003	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Human Resources and Information (NH)			
3 MINOR SUBDIVISION Records Management Team			
4 NAME OF PERSON WITH WHOM TO CONFER Diana Johnston (NH)	5 TELEPHONE NUMBER (301) 837-1857	DATE 8-13-03	ARCHIVIST OF THE UNITED STATES <i>J. W. Carl</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 3 pages 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 checked="" type="checkbox"/> has been requested <i>see 5/29/03</i>			
DATE APR 15 2003	SIGNATURE OF AGENCY REPRESENTATIVE <i>John W. Hayes</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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	See attached for descriptions of and dispositions for the records of the internal NARA records management function. <i>cc Agency NB NWMW</i>		

SF 115 for Functions of Records Management Team (NH)
(April 11, 2003)

File No. 241: Internal NARA Records Management Function. Records created and maintained while planning, managing, evaluating, administering, and operating the function for internal NARA records management. This function is to manage the records NARA staff members create in the course of conducting agency business. (Currently, as of April 2003, the function for internal records management resides with the Office of Human Resources and Information Services, NH – Records Management Team. Records of the Records Management Team are divided among three “*überbucket*” functional areas: Program Administration, Administration, and Program Operation.)

Item 1. File No. 241-1: Program Administration: Records created in the planning, managing, and evaluating of NARA’s internal records management program.

a. Includes, but not limited to, files relating to strategic planning, budget, and clearance comments (substantive program impact).

Proposed Disposition Carry over active files from previous fiscal year. Cut off inactive files at end of fiscal year in which activity ceases. Destroy 5 years after cutoff.

[Supersedes file numbers: 111-2b, “NARA Strategic Plan Developmental Files...maintained by other offices,” (Disposal not authorized); 111-3b, “NARA Annual Performance Plan Developmental Files.. maintained by other offices,” (Disposal not authorized); 111-4b, “NARA Annual Performance Report Developmental Files...maintained by other offices,” (Disposal not authorized); 113-3b, “Quarterly reports (feeder reports) prepared for office heads. : Other copies...,” (N1-64-96-1, item 1a(2)); 223-2, “Clearance Comments Files: Office submitting comments,” (N1-64-87-1); and 404, “Budget Background Records,” (GRS 5, item 2).]

b. Records management policy and vital records planning.

Proposed Disposition: Carry over active files from previous fiscal year. Destroy when superseded

[Supersedes file numbers: 104-1b, “POLICY DIRECTIVES: Unofficial case files maintained by other offices,” (N1-64-87-1); 104-4, “POLICY DIRECTIVES: Internal Operating Procedures (IOPs),” (N1-64-00-8, item 2d); and 244, “Vital Records Policy and Procedures Files,” (N1-64-87-1).]

Item 2. File No. 241-2: Administration. Records created by activities that facilitate the functioning of NARA’s internal records management program.

a. Includes, but not limited, to files relating to clearance comments (**no** substantive program impact) and service requisitions/orders.

Proposed Disposition: Cut off annually. Destroy 2 years after cutoff.

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[Supersedes file numbers. 223-2, "Clearance Comments Files. Office submitting comments," (N1-64-87-1), and 503, "Office General Services and Supply Files," (N1-64-87-1).]

~~b. Records relating to performance planning/evaluation, including performance plans, performance appraisals, individual development plans, and any supporting documentation.~~

~~Proposed Disposition: File records under file no. 303-1, "Employee Name Files."~~

Item 3. File No. 241-3: Program Operation. Records created in the course of operating NARA's internal records management program

a. Includes, but not limited to, files relating to: (1) providing oversight of entire records management program; (2) retiring, destroying, and retrieving records stored in records centers; (3) inventorying records and conducting records surveys; (4) providing other records management services to NARA customer units (such as records storage/reference assistance in Archives II staging area, disaster recovery/incident response, and technical assistance with files plans and other records management questions); (5) implementing and managing NARA's vital records program; (6) conducting records "cleanout" days; and (7) conducting special projects.

Proposed Disposition: Carry over active files from previous fiscal year. Cut off inactive files at end of fiscal year in which activity ceases or project ends. Destroy 5 years after cutoff.

[Supersedes file numbers: 140, "Special Studies and Project Records," (Submit an SF 115, Request for Records Disposition Authority, via the NARA Records Officer); 240-1, "Records Management Survey and Evaluation Files: Records maintained by NARA Records Officer..." (GRS 16, item 7); 241-1, "Records Maintenance and Disposition Files: Routine correspondence and memoranda," (GRS 16, item 2b); 241-2, "Records Maintenance...: Correspondence and notices concerning freezes on the disposal of certain records series," (N1-64-87-1); 241-4, "Records Maintenance... SF 135s, Records Transmittal and Receipt,..." (GRS 16, item 2a(2)); and 244, "Vital Records Policy and Procedures Files," (N1-64-87-1)]

b. Scheduling Case Files Includes: Standard Forms (SF) 115, Request for Records Disposition Authority; and attachments, correspondence, notes, and other supporting documentation

Proposed Disposition: Carry over active files from previous fiscal year. Destroy when superseded.

[Supersedes file number: 241-3: "Records Maintenance...: Standard Forms (SF) 115, Request for Records Disposition Authority,..." (GRS 16, item 2a(1)).]

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c. Accessioning Files. Includes: SF 258s, Agreement to Transfer Records to the National Archives of the United States; and folder/box lists, correspondence, notes, and other supporting documentation.

Proposed Disposition: Carry over active files from previous fiscal year. Destroy when no longer needed for administrative use.

[Supersedes file number: 241-5: "Records Maintenance. .: SF 258s, Agreement to Transfer Records to the National Archives of the United States," (GRS 16, item 2a(2)).]

Item 4. File No. 299: Word Processing Files and Email Records.

a. File No. 299-1: 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.

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

b. File No. 299-2: 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.

Proposed 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.