

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-064-05-1	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 9-30-2004	
1 FROM (Agency or establishment) National Archives & Records Administration		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Office of General Counsel		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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			
4. NAME OF PERSON WITH WHOM TO CONFER Richard Marcus	5 TELEPHONE NUMBER 301-837-1942	DATE 9/30/04	ARCHIVIST OF THE UNITED STATES Allen Weinstein
<p>6 AGENCY CERTIFICATION</p> <p>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,</p> <p style="text-align: center;"> <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested </p>			
DATE SEP 24 2004	SIGNATURE OF AGENCY REPRESENTATIVE <i>Richard W. Marcus</i> Richard W. Marcus		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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Chapter 11, Legal Function See attached page(s)		
@ Agency DR, NWMD, NWML			

Item 1, Chapter 11, NARA Legal Function

1101 Program Administration

Includes but not limited to records created by the following functions: budget development, performance reporting, management controls.

Disposition: Destroy when 6 years old.

2. 1102 Administrative

Includes but not limited to records created by the following functions: procurement, travel management, personnel, time and attendance, property management, budget implementation, comments and review.

1102-1 All administrative records with the exception of those listed in -2 below.

Disposition: Destroy when 6 years old.

1102-2 Time and attendance records. Includes OPM Form 71 (leave slips), time or sign-in sheets; flexitime records, leave applications for jury and military duty; and authorized premium pay or overtime.

Disposition: Destroy when 6 years old.

3. 1103 Program Operation [organized by function]

1103-1 General Legal Advice

a. Precedential –

Disposition: PERMANENT. Cut off file annually. Transfer to National Archives when 15 years old.

b. All other

Disposition: Cut off file annually. Destroy when 15 years old.

4. 1103-2 Litigation

a. General and replevin

1. Significant cases (those that draw media attention, are precedential or have a major impact on how NARA does business)

Disposition: PERMANENT. Cut off individual case files at conclusion of case or matter. Transfer to National Archives when 15 years old.

2. All other

Disposition: Cut off file individual case files at conclusion of case or matter. Destroy when 15 years old.

b. All other activities (EEO, torts, subpoenas, procurement bid protests)

Disposition: Destroy when 6 years old

Withdrawn
SR

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WITHDRAWN

5. 1103-3 Presidential Records ~~XXXXXX~~ *changed as per Michael Hanna 12/1/01*
 a. Policy, advice, special access, disposal
 Disposition: PERMANENT. Cut off file annually. Transfer to National Archives when 15 years old.
 b. Reference
 Disposition: Destroy when no longer needed for reference

6. 1103-4 Ethics (Advice & operations)
 a. Operations
 Disposition: Destroy when 6 years old.
 b. Reference
 Disposition: Destroy when no longer needed for reference.

7. 1103-5 ADR
 a. Operations
 Disposition: Destroy when 6 years old.
 b. Policy/Reference
 Disposition: Destroy when no longer needed for reference

8. 1103-6 FOIA/Privacy – (Advice & operations)
 a. Operations
 Disposition: Destroy when 15 years old
 b. Reference
 Disposition: Destroy when no longer needed for reference.

~~*1103-7 Garnishment actions~~

~~Disposition: Place in inactive file when garnishment order is terminated. Cut off inactive files at end of fiscal year. Destroy 3 years after cutoff (GRS 2, item 18)~~

9. 1103-8 Web Content
 See File no. 840-1b – Destroy/delete when no longer needed

~~*1103-9 Transitory files~~

~~Documents of short term interest which have no documentary or evidential value.~~

~~Disposition: Destroy when 90 days old. (GRS 23, Item 7)~~

* These two items follow the cited General Records Schedule disposition standards and need no further approval. They are included here to provide context only.

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.

CONVERSION TABLE - NARA Legal Function

NEW File Number	Series in current NARA Records Schedule (FILES 203)
1101 <u>Program Administration</u> Destroy when 6 years old. -	109-2b, 110, 111-4, 112, 113-2, 218, 220, 221
1102 <u>Administrative</u>	
1102-1 All administrative records excluding T&A and related records (see 2 below) Destroy when 5 years old.	205, 208, 228, 232, 248, 253, 259, 260 303-1 404, 407, 416, 417 500's 701-2 804-2 900's
1102-2 Time and attendance and related records Destroy when 6 years old	418-1 418-2
1103 <u>Program Operation</u> (by function)	
1103-1 General Legal Advice	
a Precedential Permanent Cut off when	1101, 1111
b All other Cut off annually Destroy when 15 years old.	223-2, 1101, 1102 (excluding docs re legal proceedings in courts of law), 1104
1103-2 Litigation	
a <u>General and Replevin</u>	
1 Significant cases (. media attention, . . precedential . or major impact on how NARA does business) Permanent	1105-1
2 All other Cut off case when . Destroy when 15 years old	1105-2

b <u>All other activities</u> (EEO, torts, subpoenas, procurement bid protests) Destroy when 6 years old	1102, 1108, 1109 (excluding employee claims filed in a court)
1103-3 Presidential Records Act	[No file numbers – “Presidential Records Act Disposal Advise, Special Access”
a Policy, advice, special access, disposal Permanent Cut off	” ”
b Reference. Destroy when no longer needed for ref	” ”
1103-4 Ethics	1120 → 1128
a. Operations Destroy when 6 years old	
b Reference Destroy when no longer needed for ref	
1103-5 ADR	
a Operations Destroy when 5 years old.	1112-2, 1112-3
b Policy/Reference Destroy when no longer needed for ref.	1112-1
1103-6 FOIA/Privacy Act Advice & Operations	1009 → 1020
a Operations Destroy when 10 years old	
b. Reference Destroy when no longer needed for ref	
1103-7 Garnishment actions . Cut off inactive files Destroy 3 years after cutoff	1110-1
1103-8 Web Content Use 840-1b	840-1b
1103-9 Transitory files Destroy when 90 days old	-----

NGC Files Plan Conversion Table

<u>Current File Number</u>	<u>NEW File Number</u>
109-2b	1101 Program Administration
110	1101 Program Administration
111-4	1101 Program Administration
112	1101 Program Administration
113-2	1101 Program Administration
205	1102-1 All administrative records excluding T&A
208	1102-1 All administrative records excluding T&A
218	1101 Program Administration
220	1101 Program Administration
221	1101 Program Administration
223-2	1103-1 b General Legal Advice - b All other
228	1102-1 All administrative records excluding T&A
248	1102-1 All administrative records excluding T&A
232-1	1102-1 All administrative records excluding T&A
253	1102-1 All administrative records excluding T&A
259	1102-1 All administrative records excluding T&A
260	1102-1 All administrative records excluding T&A
303-1	1102-1 All administrative records excluding T&A
404	1102-1 All administrative records excluding T&A
407	1102-1 All administrative records excluding T&A
416	1102-1 All administrative records excluding T&A
417	1102-1 All administrative records excluding T&A
418-1	1102-2 Time and attendance and related records
418-2	1102-2 Time and attendance and related records
500's	1102-1 All administrative records excluding T&A
701-2	1102-1 All administrative records excluding T&A
804-2	1102-1 All administrative records excluding T&A
840-1b	1103-8 Web Content ("Use 840-1b")
900's	1102-1 All administrative records excluding T&A
1009	1103-6 FOIA/Privacy Act Advice & Operations
1010	1103-6 FOIA/Privacy Act Advice & Operations
1011	1103-6 FOIA/Privacy Act Advice & Operations
1012	1103-6 FOIA/Privacy Act Advice & Operations
1013	1103-6 FOIA/Privacy Act Advice & Operations
1014	1103-6 FOIA/Privacy Act Advice & Operations
1015	1103-6 FOIA/Privacy Act Advice & Operations
1016	1103-6 FOIA/Privacy Act Advice & Operations
1017	1103-6 FOIA/Privacy Act Advice & Operations
1018	1103-6 FOIA/Privacy Act Advice & Operations
1019	1103-6 FOIA/Privacy Act Advice & Operations
1020	1103-6 FOIA/Privacy Act Advice & Operations

1101	1103-1 b General Legal Advice - b All other
1101 (part)	1103-1 a General Legal Advice - a Precedential
1102	1103-2 b Litigation - All other activities (EEO, torts, subpoenas,)
1102, EXCLUDING documents relating to legal proceedings in courts of law (see no 1105, Litigation Files)	1103-1 b General Legal Advice - b All other
1104	1103-1 b General Legal Advice - b All other
1105-1	1103-2 a 1 Litigation - General and Replevin, 1 Precedential
1105-2	1103-2 a 2 Litigation - General and Replevin, 2 All other
1108	1103-2 b Litigation - All other activities (EEO, torts, subpoenas,)
1109, EXCLUDING employee claims filed in a court (see file no 1105)	1103-2 b Litigation - All other activities (EEO, torts, subpoenas,)
1110	1103-7 Garnishment actions
1111	1103-1 a General Legal Advice - a Precedential
1112-1	1103-5 b ADR - Policy/Reference
1112-2	1103-5 a ADR - Operations
1112-3	1103-5 a ADR - Operations
1120	1103-4 Ethics Advice & Operations
1121	1103-4 Ethics Advice & Operations
1122	1103-4 Ethics Advice & Operations
1123	1103-4 Ethics Advice & Operations
1124	1103-4 Ethics Advice & Operations
1125	1103-4 Ethics Advice & Operations
1126	1103-4 Ethics Advice & Operations
1127	1103-4 Ethics Advice & Operations
1128	1103-4 Ethics Advice & Operations
[No file no]	1103-3 Presidential Records Act Disposal Advice, Special Access

NHR /LPatlen Sep-20-2004
NGC draft schedule convert III doc