

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>71-064-05-3</i>	
To: NATIONAL ARCHIVES AND RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		Date received <i>12-2-2004</i>	
1. FROM (Agency or establishment) National Archives and Records Administration		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 the Federal Register			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Laurence Patlen	5. TELEPHONE NUMBER 301-837-2038	DATE <i>3/4/05</i>	ARCHIVIST OF THE UNITED STATES <i>Allen Weinstein</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 <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, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE NOV 5 2004	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 GRS OR SUPERSEDED JOB CITATION	10.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)
15XX	<u>Customer Service Communications Files</u>  Records created or accumulated in providing replies to inquiries from researchers and the general public for general and specific information on publications, policies, and procedures (e.g. rulemaking) of the Federal Register, or other government publications. Included are incoming correspondence, e-mails or records of telephone inquiries, copies of replies, and related supporting materials.		
1.	Routine inquiries and replies and related records.  Cut off annually. Destroy when 2 years old.		
2.	Communications control registers and logs (including automated logs) that list incoming inquiries and replies, with related information.  Cut off annually. Destroy/delete when 2 years old.	Superseded by job / item number: <u>DAA-GRS-2017-0002-0001</u> Date (MM/DD/YYYY): <u>July 16, 2019</u> <i>J Barnes</i>	
<i>cc Agency DR NAWM</i>			

Item 3. Word Processing Files and E-mail Records.

**INACTIVE - ALL ITEMS SUPERSEDED** *Item 3 is inactive because items 1 + 2 are superseded*

a. **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. **E-mail Records.** Senders' and recipients' versions of e-mail 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 e-mail 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.