

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-064-05-8	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 3.7.2005	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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); Access Programs (NWC); Textual Archives Services Division (NWCT)			
3 MINOR SUBDIVISION Special Access/FOIA LICON (NWCTF)			
4 NAME OF PERSON WITH WHOM TO CONFER Diana Johnston (NHR)	5 TELEPHONE NUMBER (301) 837-1857	DATE 7/6/05	ARCHIVIST OF THE UNITED STATES <i>Jan Kellard</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 type="checkbox"/> has been requested			
DATE FEB 24 2005	SIGNATURE OF AGENCY REPRESENTATIVE <i>Federal W. Haines</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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 records pertaining to the Liaison/Custodial Functions for the President John F. Kennedy (JFK) Assassination Records Collection.		

22 7/8/05 Copies sent to Agency, NWMO, NWMW, NR

Attachment to Standard Form 115
Liaison/Custodial Functions for JFK Assassination Records Collection
(February 23, 2005)

File No. 1461: Liaison/Custodial Functions for President John F. Kennedy (JFK)

Assassination Records Collection: The “liaison function” means to interact with agencies and donors in possession or control of “assassination records” (defined in 44 U.S.C. §2107 note) or historical materials in order to obtain physical and legal custody of these records and materials for the permanent JFK Assassination Records Collection (“Collection”) at NARA (pursuant to Pub. L. 102-526). “Agencies” include the Assassination Records Review Board (1994 – 1998), other executive branch agencies and offices, congressional committees, Federal courts, and other entities in the legislative and judicial branches. “Donors” are State and local governmental entities, private repositories, and individuals. The “custodial” function consists of accessioning and processing assassination records and donated materials, managing the Collection, and implementing access policies.

[As of February 1998, the Special Access/Freedom of Information Act (FOIA) Life Cycle Control Unit (LICON) (and its organizational predecessors from October 1992 to February 1998) has/have served as the NARA liaison for and custodian of the Collection.]

Item 1. File No. 1461-1: Liaison/custodial records. Arranged by source (i.e., agency or donor) and title (of records or materials). Records consist of: e-mail, correspondence, memoranda to the file, notes of meetings and telephone conversations, deeds of gift, copies of Standard Form 258s, folder title lists and other finding aids/inventories, record identification forms (RIFs), delivery/receipt forms, press releases, testimonies, briefing papers, copies of articles, and other records created or received by the liaison staff.

Proposed Disposition: PERMANENT. Transfer to NARA when:

- Liaison/custodial records are no longer needed for reference or current operations, and
- All access issues pertaining to records/materials in the Collection have been resolved.

Item 2. File No. 1461-2: General subject files: Records are cumulative and relate to policies, work processes (e.g., loans, internal transfers), and issues involving the Collection and sources of assassination records and donated materials. Records may also cite information about persons and events connected to the 1963 assassination. Records may include: e-mail, correspondence, memoranda to the file, notes of meetings and telephone conversations, folder title lists and other finding aids/inventories, press releases, testimonies, briefing papers, copies of articles, and other records created or received by the liaison staff.

Proposed Disposition: PERMANENT. Transfer individual subject files to NARA when no longer needed for reference or current operations.

Attachment to Standard Form 115
Liaison/Custodial Functions for JFK Assassination Records Collection
(February 23, 2005)

Item 3. File No. 1461-3: Electronic mail and word processing: 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. File no. 1461-3a: 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.

Proposed Disposition: TEMPORARY. Destroy/delete within 180 days after the recordkeeping copy has been produced.

b. File no. 1461-3b: Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Proposed Disposition: TEMPORARY. Destroy/delete when dissemination, revision, or updating is completed.