

Request for Records Disposition Authority

(See Instructions on reverse)

Leave Blank (NARA Use Only)To: **National Archives and Records Administration (NIR)**
Washington, DC 20408

1 From (Agency or establishment)

National Archives & Records Administration

2 Major Subdivision

Office of Regional Records Services

3 Minor Subdivision

Regional Records Facilities

4 Name of Person with whom to confer

Richard Marcus

5 Telephone (include area code)

301-837-1942

Job Number

N1-064-07-5

Date Received

3/26/07**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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

Date

11/30/02

Archivist of the United States

*John W. ...***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 7 page(s) are not now needed for the business of 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:

is not required



is attached



has been requested

Signature of Agency Representative

Title

Date (mm/dd/yyyy)

Richard W. Marcus

Richard W. Marcus

NARA Records Officer

MAR 26 20077
Item
Number

8 Description of Item and Proposed Disposition

9 GRS or
Superseded
Job Citation10 Action
taken (NARA
Use Only)**Office of Regional Records Services
Regional Records Facilities**

(see attached pages)

11/14/07 Copies sent to agency, NWMB, NWMB, NWMB, NWMB, & RR

I. Program Direction

- A. Region-Wide (Regional Administrator)
- B. Operational unit
- C. Transitory records
- D. Non-record materials

II. Administrative

- A. Records of all administrative functions with the exception of those listed below
- B. Records of administrative functions concerning the collection and expenditure of funds
- C. Records tracking workload used as a source of billing data for the Federal Records Centers
- D. Personnel records created and maintained by NR field units
- E. Transitory records
- F. Non-record materials

III. PROGRAM OPERATION

- A. Regional Outreach
- B. Records Management Services
- C. Records Center Services
 - 1. Transfer
 - 2. Reference/Records Services/Internal Operations
 - 3. Disposition
- D. Archives Services
 - 1. Accessioning
 - 2. Processing/Preservation
 - 3. Reference
 - 4. Appraisal/Internal Disposal
- E. Transitory records
- F. Non-record materials

I. PROGRAM DIRECTION

Planning, managing, and evaluating all activities at NARA Regional Records Facilities.

1 A. Region-Wide (Regional Administrator)

Directs and coordinates the performance of all NARA programs and activities assigned to regional records services facilities. Sets overall goals and objectives in each region, assigning specific tasks and activities to operational units. Evaluates program-wide activities to determine whether goals and objectives have been met.

Disposition: PERMANENT. Cut off at the close of the fiscal year. Transfer to the National Archives in 5-year blocks when the newest records are 5 years old

2 B. Operational unit

Records related to planning, managing and evaluating activities and programs that are created in operational units

Disposition: TEMPORARY. Cut off at the end of the fiscal year in which the project/activity/transaction was completed or superseded. Destroy 5 years after cut off.

3 ~~E. Transitory records-~~

Disposition: TEMPORARY. Destroy when no longer needed, no later than when 180 days old.
(GRS23/7)

4 ~~D. Non-record material~~

Disposition: TEMPORARY. Destroy when no longer needed.

II. ADMINISTRATIVE

The administrative functions include accounting and financial management, administrative support, personnel, and property and facilities management.

5 A. Records of all administrative functions with the exception of those listed below.

Disposition: TEMPORARY. Cut off at the end of the fiscal year in which the project/activity/transaction was completed or superseded. Destroy when 3 years old

B. Records of administrative functions concerning the collection and expenditure of funds

- 6 1 Records that document the collection and expenditure of funds. Examples include Property Management Officer/Accountable Officers' History Files, Time & Attendance, pre-1995 procurement transactions exceeding \$25,000 that used other than small purchase procedures, post-1995 procurement actions exceeding the simplified acquisition threshold, construction projects exceeding \$2000, and Travel.

Disposition: TEMPORARY. Cut off at the end of the fiscal year in which the project/activity/transaction was completed or superseded. Destroy 7 years after cut off

- 7 2 Building records.
Records documenting facilities, such as acquisition, major maintenance/renovation/improvements, quality of environment. (For all other issues use II.A.)

Disposition: TEMPORARY. Retain for life of asset. Transfer to purchaser or dispose 10 years after unconditional sale or release by the Government of conditions, restrictions, mortgages, or other liens

8 ~~C. Records tracking workload used as a source of billing data for the Federal Records Centers~~

~~Records include customer service requests and internal NARA generated operational data used to process RCP service requests, track work accomplished, and support billing information entry by the Centers into the Web Tally portion of RCPBS.~~

Disposition: TEMPORARY. Cut off at the end of the fiscal year. Destroy when 3 years old.
(N1-64-05-09)

~~Hardecopy supporting work documentation includes, but is not limited to: Optional Form 11's, Trust Fund Requests, IRS batch sheets, TASK Daily Work Logs, and completed hardecopy Web Tally data entry sheets. Electronic data sources include extracts from various operational sources, including but not limited to: Center specific databases and barcode reader systems, CIPS request summaries, the NARS 5-34 Report and Daily Transactions, Web Tally~~

D. Personnel records created and maintained by NR field units.

- 9 1. Employee Name Files.
Correspondence, forms, and other records relating to individual employees duplicated in or not appropriate for the OPF. Also known as the UPF or supervisor's files. Arranged alphabetically by name of employee

Disposition: TEMPORARY. Review annually and destroy superseded or obsolete documents, and destroy remaining file relating to an employee within 1 year after separation or transfer. (GRS1/18)

NOTE: For employees reassigned to another NARA unit, performance related files and statements of employment and financial interest must be transferred to the new NARA supervisor.

- 10 2. All other records, including labor relations and occupational injuries.

Disposition: TEMPORARY. Cut off at the end of the fiscal year in which the project/activity/ transaction was completed or superseded.
Destroy when 4 years old.

Note: This item includes GRS items that are administrative in function to NR for which an exception is being requested.

11 ~~E. Transitory records~~

Disposition: TEMPORARY. Destroy when no longer needed, no later than when 180 days old.
(GRS23/7)

12 ~~F Non-record material~~

Disposition: TEMPORARY. Destroy when no longer needed.

III. PROGRAM OPERATION

Functions that directly fulfill NARA's mission

13 A. Regional Outreach

Includes promoting NARA and its programs to the government, researcher and educational communities, and the general public, within the region; development activities; public programs and exhibits. Comprises records that document outreach activities of the Office of the Regional Administrator, Records Management, Records Center, and Archives Programs. Examples include workshop presentations and records management training to Federal employees, workshops and educational materials for teachers and/or students, marketing materials, event planning and documentation materials, newsletters, sign in sheets, evaluations, customer surveys and similar information collections.

Disposition: TEMPORARY. Cut off at the end of the fiscal year in which the project/activity/transaction was completed or superseded. Destroy 5 years after cut off.

14 B. Records Management Services

The Records Management Services function is responsible for appraising records to determine their long term evidentiary and informational value, providing guidance on records management regulations and their implementation; reviewing and developing schedules for the retention and disposition of Federal records, and, evaluating the effectiveness of records management programs in place in Federal agencies. Also included are: conducting Targeted and technical assistance projects; commenting on policy guidance and professional matters; and participation or leadership in National Project Teams. **Please note that training, agency and professional outreach activities are covered under A. Regional Outreach.**

Disposition: TEMPORARY. Cut off at the end of the fiscal year in which the project/activity/transaction was completed or superseded. Destroy 5 years after cut off.

C. Records Center Services

The Records Center Services function is responsible for maintaining and operating records centers; storing, processing, and servicing records in records centers; and negotiating local memoranda of agreement with Federal agencies for special services/projects. **Please note that training, agency and professional outreach activities are covered under A. Regional Outreach.**

15 1. Transfer

Records that document the process of transferring agency records to a Federal records center. Examples include tracking data, data input forms, deficiency and other correspondence. Does NOT include SF 135s for specific transfers or associated documentation related directly to a specific transfer such as e-mails, memoranda and box lists.

Disposition: TEMPORARY. Cut off at the end of the fiscal year in which the project/activity/transaction was completed or superseded. Destroy when 3 years old.

16 2. Reference/Records Services/Internal Operations

Records that document providing access to records, (also referred to as "reference,") and other records services provided by the RCP. Examples of records include OF 11's, tracking databases, and correspondence; examples of services include data entry, document digitization, "FastPack," access authorization, records pick-up and delivery etc. This disposition does not cover records documenting the handling of security classified records.

Disposition: TEMPORARY. Cut off at the end of the fiscal year in which the project/activity/transaction was completed or superseded. Destroy when 3 years old.

NOTE: Any records required for billing audit should be migrated to II.C at the close of the fiscal year.

3. Disposition

Records that document the disposition of records in the Federal records center.

a All records of the Disposition function with the exception of those listed in b. below. Included are disposal notices and related SF 135s.

17 1. Records related to permanent transfers

Disposition: Forward to custodial unit assuming physical and legal custody of records.

18 2. Records related to all other transfers

Disposition: TEMPORARY. Cut off at the end of the fiscal year in which the project/activity/transaction was completed or superseded. Destroy when 75 years old.

19 b SF115

Reference copies of agency schedules used by Records Center staff to verify the disposition authority on records.

Disposition: TEMPORARY. Destroy when superseded/obsolete.

D. Archives Services

The Archives Services function is responsible for accessioning those records of Federal agencies determined by the Archivist to have sufficient historical value to warrant their continued preservation and making them available for reference. Activities include accessioning records from agencies and other sources; preparing and publishing finding aids, providing reference service; recommending to the Archivist the disposal of records in the custody of NR, and providing assistance to agencies for preparing exhibits and displays.

Please note that training, agency and professional outreach activities are covered under A. Regional Outreach.

1. Accessioning

Records that document the accessioning of agency records to the National Archives. Examples include SF 258s, tracking databases, correspondence etc.

- 21 a. All records of the Accessioning function with the exception of those listed in b. below.

Disposition: TEMPORARY. Retain for life of asset. Transfer along with asset when de-accessioned OR destroy 5 years after related asset is destroyed.

- 22 b Location Register
Records that document the location of archival records held at the National Archives.

Disposition: TEMPORARY Destroy when superseded

2. Processing/Preservation

Records that document the processing and preservation of permanent records held at the National Archives. Examples include correspondence etc.

- 23 a. All records of the Processing/Preservation function with the exception of those listed in b below

Disposition: TEMPORARY. Retain for life of asset. Transfer along with asset when de-accessioned OR destroy when related asset is destroyed.

- 24 b. Surveys of Records Needing Treatment
Records that document the survey of records needing treatment.

Disposition: TEMPORARY. Destroy when superseded.

3. Reference

Records that document the reference process for the National Archives. Examples include tracking databases, and correspondence etc.

- 25 a All records of the Reference function with the exception of those listed below.

Disposition: TEMPORARY Destroy when 5 years old.

- 26 b. Agency Reference Files
Reference files used for research into functions and recordkeeping practices of Federal agencies or offices whose records are accessioned by NARA. Included are records management surveys, copies of SF 115s, manuals, directives, and other issuances relating to the management and filing of agency records, copies of agency directories, and related records.
Disposition: TEMPORARY. Destroy when no longer needed.
- 27 c User Registration/Retrieval Documentation
Records accumulated in issuing researcher identification cards, acquainting researchers with research room regulations, authorizing access to restricted or security-classified materials, and tracking movement of researchers, records pull slips, and documentation on loans to agencies or other entities.
Disposition: TEMPORARY. Destroy when 25 years old.
- 28 d. Special Access Issues Files
Records created and/or accumulated by the FOIA request process and the mandatory review request process for accessioned records.
Disposition: TEMPORARY. Cut off files relating to an individual request when the request is fully resolved. Destroy 6 years after cut off.
- 29 4. Appraisal/Internal Disposal
Records that document appraisals and disposals performed by Archives staff after accessioning agency records into the National Archives.
Disposition: TEMPORARY. Destroy when 10 years old.
- 30 ~~E. Transitory records~~
Disposition: ~~TEMPORARY. Destroy when no longer needed, no later than when 180 days old (GRS23/7)~~
- 31 ~~F. Non-record material~~
Disposition: ~~TEMPORARY. Destroy when no longer needed.~~

Regional Records Services Function Records Schedule

DRAFT-Crosswalk Attachment

NEW FUNCTION CITATION	FORMER NARA SCHEDULE CITATION
<p>I. PROGRAM DIRECTION</p> <p>A. Office of the Regional Administrator</p> <p><u>Disposition:</u> PERMANENT. Cut off at the close of the fiscal year. Transfer to the National Archives in 5-year blocks when the newest records are 5 years old.</p>	<p>106-1 Numbered Memos at the Office, Staff, and Field Unit Level-Originating office record copy and background materials.</p> <p>109-2 Program Subject Files-Records accumulated by division directors in the Washington, DC, area and Heads of Field Units. Generally arranged by subject. EXCLUDED are unique program-related files specifically described elsewhere in this manual.</p> <p>a. Records relating to substantive programs not duplicated at a higher level.</p> <p>111-2 NARA Strategic Plan Developmental Files.</p> <p>b. Files maintained by other offices.</p> <p>111-3 NARA Annual Performance Plan Developmental Files.</p> <p>b. Files maintained by other offices.</p> <p>111-4 NARA Annual Performance and Accountability Report Developmental Files.</p> <p>b. Files maintained by other offices for submissions for Annual Performance Reports covering FYs 1999 through 2003.</p> <p>112-2 Program Review Files-Program reviews to brief other NARA senior officials. [need to add 112-1 as well as currently written kept by NPOL]</p> <p>113-2 Offices' Performance Reports-Other copies.</p> <p>115-1 Committee, Task Force, Board, and Working Group Files-NARA-sponsored</p>

I. PROGRAM DIRECTION

A. Office of the Regional Administrator

Disposition: PERMANENT. Cut off at the close of the fiscal year. Transfer to the National Archives in 5-year blocks when the newest records are 5 years old.

committees on substantive policy/programmatic issues.

NOTE: Official files are those of the Secretary, or in instances where the Chair serves the dual function of recording secretary or designated recordkeeper, the Chair. The files of other members are considered duplicates of official records. (See file no. 115-1c).

a. Official committee records.

115-3 Committee, Task Force, Board, and Working Group Files-Non-NARA-sponsored committees whose activities have a **substantive impact** on NARA: Records of NARA staff members of committees whose mandates and activities **cause** NARA to revise its policies/programs.

115-4 Committee, Task Force, Board, and Working Group Files-Non-NARA-sponsored committees whose activities have **no substantive impact** on NARA: Records of NARA staff members of committees whose mandates and activities do **not** cause NARA to revise its policies/programs.

121-2 Annual Report to Congress-Background records (all offices).

125-1 NARA Histories-Narrative histories, oral histories, transcribed interviews with past and present personnel, copies of tapes and transcripts, and deeds of gift.

132-1 Customer Feedback Files-Customer Survey Questionnaire, Focus Group, and Interview Files.

c. Files related to reporting on final results of survey questionnaires, focus groups, and telephone/in-person interviews.

(2) Copy of final report maintained by the office responsible for conducting survey questionnaires, focus groups, and telephone/in-person interviews.

(3) Report developmental files maintained by the office responsible for conducting survey

I. PROGRAM DIRECTION**A. Office of the Regional Administrator**

Disposition: PERMANENT. Cut off at the close of the fiscal year. Transfer to the National Archives in 5-year blocks when the newest records are 5 years old.

questionnaires, focus groups, and telephone/in-person interviews.

140 Special Studies and Project Records

145 Research and Evaluation Program Files

146-1 Research and Evaluation Technical Report Files-Record copy maintained by office conducting the evaluation.

202-2 Reading files maintained by office heads, staff directors, or equivalent.

204-1 Schedules of Daily Activities-Records containing substantive information relating to the official activities of the Archivist, Deputy Archivist, office heads, staff directors, and special assistants to the Archivist and Deputy Archivist, the substance of which has not been incorporated into reports.

218 Management Control Policies and Procedures Files

219 Risk Assessment Files

220-2 Management Control Evaluation Files-Records maintained by other offices.

220-3 Management Control Evaluation Files-Tracking files.

221-2 Federal Managers' Financial Integrity Act (FMFIA) Annual Report-Documents accumulated in preparing the annual report, including assurance statements.

222-1 Management Improvement Study Files-Case Files.

a. Case files on substantive studies.

226-1 Unified Agenda and Regulatory Plan-Agenda materials maintained by all offices.

262 Information Security Policy File

407-2 Allowances and Operating Budget Plans-Documents created or accumulated by individual NARA offices in preparing and

I. PROGRAM DIRECTION

A. Office of the Regional Administrator

Disposition: PERMANENT. Cut off at the close of the fiscal year. Transfer to the National Archives in 5-year blocks when the newest records are 5 years old.

submitting planning, programming, staffing, budgeting, and program review and analysis data in support of their program activities.

602-2 Agency Space Files-Correspondence and reports relating to agency space holdings and requirements.

b. Copies in subordinate reporting units and related work papers.

803-2 Planning and System Development Files-Records maintained by other offices.

b. Other records relating to studies.

907 Congressional Contact Files

1002-1 News Releases-Record copies of news releases or radio spots.

a. Textual records arranged chronologically by date of event.

b. Audiovisual records.

1003 Press Clippings

1027-1 Still Photography-Photographs which depict significant events, personalities, and other subjects relating to the mission and activities of NARA in particular and American history in general.

1028-1 Motion pictures, Sound Recordings, Videotapes, and other Audiovisual Records-Official record set.

1029-1 Related Documentation for Audiovisual Records-Permanent records-related documentation.

a. Finding aids.

b. Production case files or similar files that include copies of production contracts, scripts, transcripts, and appropriate documentation bearing on the origin, acquisition, release, and ownership of the production.

1030 Posters

<p>I. PROGRAM DIRECTION</p> <p>A. Office of the Regional Administrator</p> <p><u>Disposition:</u> PERMANENT. Cut off at the close of the fiscal year. Transfer to the National Archives in 5-year blocks when the newest records are 5 years old.</p>	<p>1207-2 Audit Resolution Case Files-Files maintained by designated central point of contact for a major office, and the audited unit.</p> <p>1318-2 Records Center Inspection Files-Records maintained by records centers.</p> <p>1402-1 Narrative Program Report Files-Quarterly narrative reports summarizing project work, reference service, training and professional activities, administrative and personnel matters, and other activities.</p> <p>b. Copies maintained by NR program directors, heads of NR and NL field units, and their subordinate units. [See 113-3b above]</p> <p>1439-2 Preservation Monthly Report to Archivist-Other Copies</p> <p>1441 Precious Metals Report</p> <p>1601-2 Professional and Scholarly Conferences and Symposia Files-Published and unpublished program proceedings and related records.</p> <p>a. Textual and electronic records and supporting nontextual items pertaining to program proceedings.</p> <p>b. Video and audio recordings of proceedings, reception speeches, and interviews, copyright releases and authorizations, and any other related documentation.</p> <p>(1) Video and audio recordings and related documentation that significantly enhance knowledge and understanding of the proceedings and other related information.</p> <p>1602-1 Ceremonies and Events Files-Unique ceremonies, events and associated receptions, and those that occur annually, periodically, or frequently and are considered to be historically significant.</p> <p>b. Textual and electronic records and supporting nontextual items maintained for historical documentation.</p>
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I. PROGRAM DIRECTION

B. All other administrative levels

Disposition: TEMPORARY. Cut off at the close of the fiscal year in which the project/activity was completed or superseded. Destroy 5 years after cut off.

101-3 Organizational Files-Records maintained by other offices.

102-3 NARA Regulations Case Files- Unofficial case files maintained by other offices.

103-3 External Directives Case Files- Unofficial case files maintained by other offices.

104-1 NARA Directives Case Files-POLICY DIRECTIVES

b. Unofficial case files maintained by other offices.

c. Case files on directives that were developed but not issued.

104-2 NARA Directives Case Files-INTERIM GUIDANCE.

b. Originating office record copy and related background materials.

c. Other copies.

104-3 NARA Directives Case Files-SUPPLEMENTS.

c. Other copies.

104-4 Internal Operating Procedures.

105-2 NARA Notice Files-Other copies.

106-2 Numbered Memos at the Office, Staff, and Field Unit Level-Other copies (including signed record copies on letterhead).

109-2 Program Subject Files-Records accumulated by division directors in the Washington, DC, area and Heads of Field Units. Generally arranged by subject. EXCLUDED are unique program-related files specifically described elsewhere in this manual.

b. Other records.

I. PROGRAM DIRECTION**B. All other administrative levels**

Disposition: TEMPORARY. Cut off at the close of the fiscal year in which the project/activity was completed or superseded. Destroy 5 years after cut off.

110 Routine Program Administration Files
NOTE: When any of the documents in this file result in the initiation of, or affect a specific program process, project, directive, or case, the record copy must be filed in the official file relating to that particular activity or action.

111-1 NARA Strategic Planning and Government Performance and Results Act (GPRA) Files-NARA Strategic Plans, Annual Performance Plans, and Annual Performance and Accountability Reports (formerly Annual Performance Reports).

b. Copies maintained by other offices.

111-2 NARA Strategic Plan Developmental Files.

b. Files maintained by other offices.

111-3 NARA Annual Performance Plan Developmental Files.

b. Files maintained by other offices.

111-4 NARA Annual Performance and Accountability Report Developmental Files.

b. Files maintained by other offices for submissions for Annual Performance Reports covering FYs 1999 through 2003.

112-3 Program Review Files-Other copies.

113-3 Offices' Performance Reports-Feeder reports, which may be prepared quarterly, for office heads by heads of field units and directors of programs, divisions, staffs, and their subordinate units.

b. Other copies, including copies maintained by subordinate units.

115-1 Committee, Task Force, Board, and Working Group Files-NARA-sponsored committees on substantive policy/programmatic issues.

NOTE: Official files are those of the Secretary, or in instances where the Chair serves the dual

<p>I. PROGRAM DIRECTION</p> <p>B. All other administrative levels</p> <p>Disposition: TEMPORARY. Cut off at the close of the fiscal year in which the project/activity was completed or superseded. Destroy 5 years after cut off.</p>	<p>function of recording secretary or designated recordkeeper, the Chair. The files of other members are considered duplicates of official records. (See file no. 115-1c).</p> <p>b. Routine administrative records created in support of committee functions such as mailing or distribution, meeting room reservations, and similar routine administrative records.</p> <p>c. Agendas, minutes, final reports, and related records documenting the accomplishments of official committees, EXCLUDING those maintained by the Secretary or recordkeeper.</p> <p>115-2 Committee, Task Force, Board, and Working Group Files-NARA-sponsored committees on internal administrative/facilitative matters.</p> <p>a. Official committee records.</p> <p>b. Routine administrative records created in support of committee functions such as mailing or distribution, meeting room reservations, and similar routine administrative records.</p> <p>c. Agendas, minutes, final reports, and related records documenting the accomplishments of official committees, EXCLUDING those maintained by the Secretary or recordkeeper.</p> <p>115-4 Committee, Task Force, Board, and Working Group Files-Non-NARA-sponsored committees whose activities have no substantive impact on NARA: Records of NARA staff members of committees whose mandates and activities do not cause NARA to revise its policies/programs.</p> <p>121-2 Annual Report to Congress-Background records (all offices).</p> <p>127-2 Agency-Authorized Staffing Plan-Paper copies maintained by NAB, NPOL, and program offices.</p> <p>128-1 Vacancy Allocation Files-Vacancy Allocation Form (VAF) Files.</p> <p>a. Records maintained by NAB, NPOL, and</p>
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I. PROGRAM DIRECTION**B. All other administrative levels**

Disposition: TEMPORARY. Cut off at the close of the fiscal year in which the project/activity was completed or superseded. Destroy 5 years after cut off.

program offices.

128-3 Vacancy Allocation Files-Paper copies of VAF Tracking Report.

b. Copies maintained by other offices.

131-1 NARA Customer Service Program Files-NARA Customer Service Plans and Customer Service Reports.

b. Copies maintained by other offices.

131-2 NARA Customer Service Program Files-NARA Customer Service Plan Developmental files.

b. Developmental files maintained by other offices.

131-3 NARA Customer Service Program Files-NARA Customer Service Report Developmental Files.

b. Developmental files maintained by other offices.

140 Special Studies and Project Records

146-2 Research and Evaluation Technical Report Files-Other copies.

242 Feasibility Studies

252 Classified Documents Administrative Correspondence Files

261-1 Top Secret Inventory Requirements Files-Annual inventory reports originated by custodial units and sent to NARA Information Security Manager.

a. Reports maintained by custodial units.

261-2 Waiver of inventory report files, including applications and responses.

262 Information Security Policy File

407-2 Allowances and Operating Budget Plans-Documents created or accumulated by individual NARA offices in preparing and

<p>I. PROGRAM DIRECTION</p> <p>B. All other administrative levels</p> <p><u>Disposition:</u> TEMPORARY. Cut off at the close of the fiscal year in which the project/activity was completed or superseded Destroy 5 years after cut off.</p>	<p>submitting planning, programming, staffing, budgeting, and program review and analysis data in support of their program activities.</p> <p>602-2 Agency Space Files-Correspondence and reports relating to agency space holdings and requirements.</p> <p>b. Copies in subordinate reporting units and related work papers.</p> <p>1012-2 FOIA Reports Files-Feeder and other reports.</p> <p>1315-2 Records Center Reports and Correspondence-Reports maintained by records centers.</p> <p>1315-3 Reports pertaining to precious metals.</p> <p>1318-2 Records Center Inspection Files-Records maintained by records centers.</p> <p>1401-1 Statistical Program Report Files-Individual and unit summary Time and Production Reports created and maintained in the custodial units.</p> <p>1403-1 Work Plan Files-Annual work plan instructions (call) formulated by NW or NR.</p> <p>b. Copies in custodial units.</p> <p>1403-3 Work Plan Files-Submissions retained by custodial units.</p> <p>1412 Project Administration</p> <p>1415-1 Records Restriction Files-Documents accumulated in establishing limitations on access to records accessioned by NARA.</p> <p>1415-3 Records Restriction Files-Other Records.</p> <p>1439-2 Preservation Monthly Report to Archivist-Other Copies</p> <p>1441 Precious Metals Report</p> <p>1450-2 Regional Archives Inspection Files-</p>
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<p>I. PROGRAM DIRECTION</p> <p>B. All other administrative levels</p> <p><u>Disposition:</u> TEMPORARY. Cut off at the close of the fiscal year in which the project/activity was completed or superseded. Destroy 5 years after cut off.</p> <p>C. Transitory records</p> <p><u>Disposition:</u> TEMPORARY. Destroy when no longer needed, no later than 120 days.</p> <p>D. Non-record material</p> <p><u>Disposition:</u> TEMPORARY. Destroy when no longer needed.</p>	<p>Records maintained by regional archives.</p> <p>1605-2 Volunteer and Tour Program Files-Correspondence, memoranda, and other records relating to the administration of these programs.</p>
<p>II. ADMINISTRATIVE</p> <p>A. Records of all administrative functions with the exception of those listed below.</p> <p><u>Disposition:</u> TEMPORARY. Cut off at the end of the fiscal year in which the project/activity was completed or superseded. Destroy when 3 years old.</p>	<p>114-1 Performance Measurement and Reporting System (PMRS)-Data Collection Sources and Supporting Records.</p> <p>a. Textual records, print-outs of e-mail, and GPRA databases containing statistical data for PMRS metrics. Supporting textual records include print-outs of e-mail and other documents created and maintained to verify data accuracy and make corrections after initial quarterly reporting of data to PMRS.</p> <p>b. Operational databases specifically created to support program functions. Databases supply statistical data to PMRS.</p> <p>201-1 Files Plan-Record copy of files plan maintained by the office responsible for the records.</p> <p>201-2 Files Plan-Copies maintained by NARA Records Officer, records liaison officers, and administrative officers.</p> <p>202-3 Reading Files-All other reading files.</p> <p>203-1 Suspense Files-A note or other reminder to take action.</p>

<p>II. ADMINISTRATIVE</p> <p>A. Records of all administrative functions with the exception of those listed below.</p> <p><u>Disposition:</u> TEMPORARY. Cut off at the end of the fiscal year in which the project/activity was completed or superseded. Destroy when 3 years old.</p>	<p>203-2 Suspense Files-The file copy, or an extra of an outgoing communication, filed by the date on which a reply is expected.</p> <p>204-2 Schedules of Daily Activities-Records of other NARA employees containing substantive information relating to official activities, the substance of which has not been incorporated into the official files.</p> <p>204-3 Schedules of Daily Activities-Records documenting routine activities containing no substantive information and records containing substantive information, the substance of which has been incorporated into official files.</p> <p>205 Office Administration Files</p> <p>206 Administrative Tracking and Control Files</p> <p>208 Designations</p> <p>209 Employee Publication Review Files</p> <p>211 Reference Publication Files</p> <p>213-1 Training Program Files-NARA Training Aids</p> <p>213-2 Training Program Files-NARA-sponsored Training</p> <p>213-3 Training Program Files-Background and working files.</p> <p>213-4 Training Program Files-Routine operational records relating to support of training, such as room reservations and class lists.</p> <p>216-2 Federal Activities Inventory Reform (FAIR) Act Files-Records related to management reviews conducted pursuant to the FAIR Act.</p> <p>216-3 Federal Activities Inventory Reform (FAIR) Act Files-Copies of OMB Circular A-76, implementing instructions and related materials issued outside of NARA.</p> <p>217-3 A-76, Performance of Commercial</p>
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<p>II. ADMINISTRATIVE</p> <p>A. Records of all administrative functions with the exception of those listed below.</p> <p><u>Disposition:</u> TEMPORARY. Cut off at the end of the fiscal year in which the project/activity was completed or superseded. Destroy when 3 years old.</p>	<p>Activities Files-Records maintained by other offices, including information copies and background material.</p> <p>228-2 External Questionnaires and Surveys-Records maintained by other offices.</p> <p>229-3 Reports Control-Registers.</p> <p>231-1 Forms Management Administration Files-Forms registers used to record and control the numbers and other identifying data assigned to each form.</p> <p>232-3 Forms Case Files-Files maintained by other offices.</p> <p>233 Stationery Files</p> <p>235 Emergency Planning Administrative Correspondence Files</p> <p>236 Emergency Planning Case Files</p> <p>237 Emergency Directives Reference Files</p> <p>238 Emergency Planning Reports</p> <p>239 Emergency Operations Test Files</p> <p>240-1 Records Management Survey and Evaluation Files-Records maintained by the NARA Records Officer, records liaison officers, and administrative officers.</p> <p>240-2 Records Management Survey and Evaluation Files-Records maintained by other offices.</p> <p>244 Vital Records Policy and Procedures Files</p> <p>246 Distribution Lists</p> <p>247-1 Postal and Private Mail Service Records-Records relating to incoming or outgoing registered mail pouches; and registered, certified, insured, overnight, express, and special delivery mail, including receipts and return receipts.</p> <p>247-2 Postal and Private Mail Service Records-</p>
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<p>II. ADMINISTRATIVE</p> <p>A. Records of all administrative functions with the exception of those listed below.</p> <p>Disposition: TEMPORARY. Cut off at the end of the fiscal year in which the project/activity was completed or superseded. Destroy when 3 years old.</p>	<p>Application for registration and certification of declared value mail.</p> <p>247-3 Postal and Private Mail Service Records-Report of loss, rifling, delayed or late delivery, wrong delivery, or other improper treatment of mail.</p> <p>247-4 Postal and Private Mail Service Records-Postal Irregularities Files.</p> <p>248-1 Mail and Delivery Service Control Files-General files, including correspondence, memoranda, directives, and guides relating to the administration of mail room operations.</p> <p>248-2 Mail and Delivery Service Control Files-Statistical reports and data related to handling of mail and volume of work performed.</p> <p>248-3 Mail and Delivery Service Control Files-Statistical reports of postage used on outgoing mail and fees paid for private deliveries (special delivery, foreign, registered, certified, and parcel post or packages over 4 pounds).</p> <p>248-4 Mail and Delivery Service Control Files-Requisitions for stamps (exclusive of copies used as supporting documents to payment vouchers).</p> <p>248-5 Mail and Delivery Service Control Files-Records relating to checks, cash, stamps, money orders, or any valuables remitted to the agency by mail.</p> <p>248-6 Mail and Delivery Service Control Files-Records of receipt and routing of incoming and outgoing mail and items handled by private delivery companies such as United Parcel Service, EXCLUDING those records covered by file nos. 247-1, 247-2, and 247-3, and those used as indexes to correspondence files.</p> <p>248-7 Mail and Delivery Service Control Files-Locator cards, directories, indexes, and other records relating to mail delivery to individuals.</p> <p>249 Metered Mail Files</p> <p>250 Mail Service Program Management Files</p>
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<p>II. ADMINISTRATIVE</p> <p>A. Records of all administrative functions with the exception of those listed below.</p> <p><u>Disposition:</u> TEMPORARY. Cut off at the end of the fiscal year in which the project/activity was completed or superseded. Destroy when 3 years old.</p>	<p>307 Human Resources Information System</p> <p>310-1 Pay and Leave Administration Files-Pay Administration Files.</p> <p>311 Standards of Conduct Files</p> <p>321-1 Merit Promotion Case Files-Records relating to recruitments for specific vacancies.</p> <p>321-2 Merit Promotion Case Files-General Reference Files.</p> <p>323 Certificate of Eligibles Files</p> <p>324 Interview Records</p> <p>330-2 Labor-Management Relations Records-Documents maintained by other offices.</p> <p>331-1 Campaigns-Savings Bond Campaign.</p> <p>331-2 Campaigns-Charitable Contribution Campaigns.</p> <p>332-8 Equal Employment Opportunity Records-EEO Affirmative Action Plans (AAP).</p> <p>b. Agency feeder plans to consolidated AAPs.</p> <p>335 Occupational Injury and Illness Files</p> <p>338 Health Summaries</p> <p>345-3 Flexipace Program Records-Forms and other records generated by NARA or the participating employee in evaluating the flexipace program.</p> <p>418-1 Time and Attendance Records-OPM Form 71 (leave slips) Files.</p> <p>418-2 Time and Attendance Records-All other time and attendance records (paper and electronic) upon which leave input data is based, such as time or sign-in sheets; flexitime records; leave applications for jury and military duty; and authorized premium pay or overtime.</p> <p>503 Office General Services and Supply Files</p>
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II. ADMINISTRATIVE

A. Records of all administrative functions with the exception of those listed below.

Disposition: TEMPORARY. Cut off at the end of the fiscal year in which the project/activity was completed or superseded. Destroy when 3 years old.

505 Supply Catalogs

520-1 Solicited and Unsolicited Bids and Proposals Files-Solicited and unsolicited unsuccessful bids and proposals.

a. Relating to small purchases as defined in the FAR, 48 CFR Part 13.

b. Relating to transactions above the small purchase limitations in 48 CFR Part 13.

(1) When filed separately from contract case files.

(2) When filed with contract case files.

520-2 Solicited and Unsolicited Bids and Proposals Files-Canceled solicitations files.

a. Formal solicitations of offers to provide products or services (e.g. Invitations for Bids, Requests for Proposals, Requests for Quotations) which were canceled prior to award of a contract.

b. Unopened bids.

524 Contract Appeals Case Files

601 Data books

604 Posting File

605 Community Activities Files

611-2 Federal Structures Construction Files-Space assignment plans.

612 -1 Other Architectural and Engineering Files-Drawings interfiled with related materials.

612-2 Other Architectural and Engineering Files-Drawings filed separately from related records.

612-3 Other Architectural and Engineering Files-Contract Negotiation Drawings.

614 Finding Aids

II. ADMINISTRATIVE

A. Records of all administrative functions with the exception of those listed below.

Disposition: TEMPORARY. Cut off at the end of the fiscal year in which the project/activity was completed or superseded. Destroy when 3 years old.

instructions.

635-2 Water Treatment Files-Other records.

636-1 Vertical Transportation Files-Authorizations to operate elevators.

636-2 Vertical Transportation Files-Traffic survey data, schedules, and related records created in developing, maintaining, and revising schedules for the operation of elevators and escalators.

a. Schedules.

b. Other records.

636-3 Vertical Transportation Files-Inspection and maintenance Files.

a. Certificates of inspection.

b. Acknowledgement of inspection.

c. Schedules, reports, and other records.

636-4 Vertical Transportation Files-Data cards used to record identification, location, operation, repair, and alteration data pertinent to each elevator.

637 Lighting Files

638 Utility Consumption Files

639-1 Key Accountability Files-For areas under maximum security.

639-2 Key Accountability Files-For other areas.

641-1 Communication Correspondence, Reports, and Reference Files-Correspondence and related records pertaining to internal administration and operation.

641-2 Communication Correspondence, Reports, and Reference Files-Telecommunications general files, including plans, reports, and other records pertaining to equipment requests, telephone service, and like

<p>II. ADMINISTRATIVE</p> <p>A. Records of all administrative functions with the exception of those listed below.</p> <p><u>Disposition:</u> TEMPORARY. Cut off at the end of the fiscal year in which the project/activity was completed or superseded. Destroy when 3 years old.</p>	<p>615 Grounds Improvement Project Files</p> <p>616-1 Painting Program Files-Progress reports.</p> <p>616-2 Painting Program Files-Other records.</p> <p>617-1 Snow Removal Records-Plans and related records.</p> <p>617-2 Snow Removal Records-Other records.</p> <p>618-1 Cleaning and Sanitation Files-Routine records relating to cleaning and sanitation, exclusive of files described elsewhere in this section.</p> <p>619-1 Carpet Program Files-Progress reports.</p> <p>619-2 Carpet Program Files-Other records.</p> <p>622 Parking Controls</p> <p>623-1 Concession Files-Documents relating to the establishment, operation, modification, or discontinuance of concessions, including vending machines and pay telephone stations.</p> <p>623-2 Concession Files-Concession operation files.</p> <p>624 Building and Equipment Service Files</p> <p>625-1 Service Call Work Authorizations-Suspense copies.</p> <p>625-2 Service Call Work Authorizations-Originals.</p> <p>626-1 Work Authorization Files-Orders.</p> <p>626-2 Work Authorization Files-Registers.</p> <p>627 Preventive Maintenance Control Cards</p> <p>629-2 Operating Equipment Inspection Files-Other records.</p> <p>634 Heating and Air Conditioning Schedules</p> <p>635-1 Water Treatment Files-Testing</p>
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II. ADMINISTRATIVE**A. Records of all administrative functions with the exception of those listed below.**

Disposition: TEMPORARY. Cut off at the end of the fiscal year in which the project/activity was completed or superseded. Destroy when 3 years old.

matters.

641-3 Communication Correspondence, Reports, and Reference Files- Telecommunications statistical reports, including cost and volume data.

641-4 Communication Correspondence, Reports, and Reference Files- Telecommunications reference voucher files.

a. Reference copies of vouchers, bills, invoices, and related records.

b. Records relating to installation, change, removal, and servicing of equipment.

643-1 Telephone Use (Call Detail) Records- Initial reports of use of telephone lines (e.g., telephone calls, facsimile transmissions, and electronic mail) during a specified period, as well as records generated from initial reports from administrative, technical, or investigative follow-up. Included is such information as the originating number, destination number, destination city and state, date and time of use, duration of the use, and the estimated or actual cost of the use. EXCLUDED are records accumulated in connection with substantive investigations, audits, or Accountable Officers' Accounts Records.

643-2 Telephone Use (Call Detail) Records- Telephone call data maintained by individual offices to document prior approval for official long distance telephone calls.

644 Security and Protective Services Administrative Correspondence Files.

646-1 Survey and Inspection Files- Government-owned facilities.

646-2 Survey and Inspection Files-Privately owned facilities.

647 Investigative Files

648 Physical Security Devices Files

649-1 Credentials Files-Identification

II. ADMINISTRATIVE

A. Records of all administrative functions with the exception of those listed below.

Disposition: TEMPORARY. Cut off at the end of the fiscal year in which the project/activity was completed or superseded. Destroy when 3 years old.

credentials, including cards, badges, photographs, and property, visitors passes, and other identification credentials.

649-2 Credentials Files-Receipts, indices, listings, and accountable records.

650-1 Visitor Control Files-For areas under maximum security.

650-2 Visitor Control Files-For other areas.

651 Property Pass Files

652-1 Police Functions Files-Ledger records of arrest, cars ticketed, and outside police contacts.

652-2 Police Functions Files-Reports, statement of witnesses, warning notices, and other documents relating to arrests, commitments, and traffic violations.

652-3 Police Functions Files-Reports of contact with outside police with building occupants,

653-1 Lost and Found Files-Ledger files.

653-2 Lost and Found Files-Reports, loss statements, receipts, and other documents relating to lost and found articles.

654 Special Orders

655 Emergency Action Files

656-1 Guard Assignment Files-Ledger records.

656-2 Guard Assignment Files-Requests, analyses, reports, change notices, and other papers relating to post assignments and strength requirements.

657-1 Guard Service Control Files-Control center key or code records, emergency call cards, and building records and employee identification cards.

658-1 Guard Logs and Registers-Central guard office master logs.

II. ADMINISTRATIVE

A. Records of all administrative functions with the exception of those listed below.

Disposition: TEMPORARY. Cut off at the end of the fiscal year in which the project/activity was completed or superseded. Destroy when 3 years old.

658-2 Guard Logs and Registers-Individual guard post logs of occurrences entered in master logs.

659-1 Facilities Checks Files-Data sheets, door slip summaries, check sheets, and guard reports on security violations (except copies in files of agency security offices covered by file no. 314 of this schedule).

659-2 Facilities Checks Files- Reports of routine after-hours security checks that either do not reflect security violations of for which the information contained therein is documented in the files defined in file no. 314 of this schedule.

701-2 General Travel and Transportation Files-Documents maintained by individual offices concerning travel of employees.

703-1 Commercial Passenger Transportation Files-Issuing Office copy.

703-2 Commercial Passenger Transportation Files-Obligation copy of commercial passenger transportation vouchers.

703-3 Commercial Passenger Transportation Files-Unused ticket redemption forms, such as SF 1170.

704-2 Noncommercial Reimbursable Travel Files-Obligation copies.

705-1 Freight Files-Issuing office copies, other than those identified in file no. 705-4, of Government or commercial bills of lading.

705-2 Freight Files-All other copies, including copies for which goods were received.

705-5 Freight Files-Lost or Damaged Shipments Files.

706 Motor Vehicle Correspondence Files

707-1 Motor Vehicle Operating and Maintenance Files-Operating records including those relating to gas and oil consumption, dispatching, and scheduling.

II. ADMINISTRATIVE

A. Records of all administrative functions with the exception of those listed below.

Disposition: TEMPORARY. Cut off at the end of the fiscal year in which the project/activity was completed or superseded. Destroy when 3 years old.

707-2 Motor Vehicle Operating and Maintenance Files-Maintenance records, including those relating to service and repair.

708 Motor Vehicle Cost Files

709 Motor Vehicle Report Files

710 Motor Vehicle Accidents Files

711 Motor Vehicle Release Files

712 Motor Vehicle Operation Files

713 Public Transit Subsidy Program (PTSP) Records

801 IT General Correspondence

1006-1 Freelance Editorial Vendors File-Invoices, log of current budgetary balance, mailing lists, and related records.

1006-2 Freelance Editorial Vendors File-Resumes, examples of work, and evaluations.

1007-1 Employee Newsletters-Record copies of each newsletter maintained by the office originating the publication.

1009-1 FOIA Requests Files-Correspondence and supporting documents (EXCLUDING the official file copy of the records requested if filed herein).

a. Granting access to all the requested records.

b. Responding to requests for nonexistent records; to requestors who provide inadequate descriptions; and to those who fail to pay agency reproduction fees.

c. Denying access to all or part of the records requested.

1009-2 FOIA Requests Files-Official file copy of requested records.

1010-1 FOIA Appeals Files-Correspondence and supporting documents (EXCLUDING the file copy of the records under appeal if files

II. ADMINISTRATIVE

A. Records of all administrative functions with the exception of those listed below.

Disposition: TEMPORARY. Cut off at the end of the fiscal year in which the project/activity was completed or superseded. Destroy when 3 years old.

herein).

1010-2 FOIA Appeals Files-Official file copy of records under appeal.

1011-1 FOIA Control Files-Registers or listing.

1011-2 FOIA Control Files-Other Files.

1013-1 FOIA Administrative Files-Records relating to the general NARA implementation of the FOIA, including notices, memoranda, routine correspondence, and related records.

1013-2 FOIA Administrative Files-NARA FOIA Indexes and Check Lists.

1014-1 Privacy Act Requests Files
1022 Information Request Files

1023 Acknowledgement File

1027-2 Still Photography-Photographs of routine award ceremonies, social events (e.g., retirement parties), and activities not related to the mission of the agency.

1027-4 Still Photography-Passport photographs.

1027-5 Still Photography-Internal personnel and administrative training filmstrips and slides of programs that do not reflect NARA's mission.

1027-6 Still Photography-Duplicate photographs and negatives.

1028-2 Motion Pictures, Sound Recordings, Videotapes, and other Audiovisual Records-All other copies.

1028-3 Motion Pictures, Sound Recordings, Videotapes, and other Audiovisual Records-Items acquired from outside sources for personnel and management training.

1028-4 Motion Pictures, Sound Recordings, Videotapes, and other Audiovisual Records-Internal personnel and administrative training programs that do not reflect the mission of the

II. ADMINISTRATIVE

A. Records of all administrative functions with the exception of those listed below.

Disposition: TEMPORARY. Cut off at the end of the fiscal year in which the project/activity was completed or superseded. Destroy when 3 years old.

agency.

1028-5 Motion Pictures, Sound Recordings, Videotapes, and other Audiovisual Records-Recordings that document routine meetings and award presentations.

1028-6 Motion Pictures, Sound Recordings, Videotapes, and other Audiovisual Records-Duplicate dubbings and pre-mix elements.

1029-2 Related Documentation for Audiovisual Records-Temporary records-related documentation.

a. Finding aids for identification, retrieval, or use of temporary audiovisual records.

b. Production files or similar files that document origin, development, acquisition, use, and ownership of temporary audiovisual records.

1805-1 Financial Transactions File- Summary records (used as source documents for entry into the accounting system of records) and related records.

1805-2 Financial Transactions File-Records used to record the refund of monies to Trust Fund customers and related records.

1805-3 Financial Transactions File-Detail records including cash receipts journal, transaction registers, and related records.

1807-1 Service Order File-Record copy of service order transactions of more than the minimum mail order fee.

1807-2 Service Order File-Record copy of NATF Forms 80, 81, 82, and 83 transactions and service order transactions of the minimum mail order fee or less.

1807-3 Service Order File-Other records.

II. ADMINISTRATIVE

B. Records of administrative functions concerning the collection and expenditure of funds

1. Records that document the collection and expenditure of funds.

Disposition: TEMPORARY. Cut off at the end of the fiscal year in which the project/activity was completed or superseded. Destroy 6 years 3 months after cut off.

507-2 Property Management Officer/Accountable Officers' (PMO/AO) History Files-PMO/AO case files containing source documents on which action has been completed.

507-3 Property Management Officer/Accountable Officers' (PMO/AO) History Files-Property listings showing items of personal property on NARA inventory by class, value, serial number, and accountable officer account.

508-1 Office Equipment Control Files-GSA Form 1025, Receipt for Property, hand receipts, or comparable documents.

508-2 Office Equipment Control Files-Property listings.

509-1 Office Equipment Maintenance Files-Guarantees, warranties and related records obtained with, and applicable, to office materials and equipment.

509-2 Office Equipment Maintenance Files-Cards used to record a history of the maintenance and repair of selected items of equipment.

510 Excess Property Screening Files

511 Excess Personal Property Reports

519-1 General Procurement Files-Procurement or purchase organization copy, and related papers.

a. Transactions dated on or after July 3, 1995 (the effective date of the FAR rule defining "simplified acquisition threshold").

(1) Commercial and non-commercial transactions that exceed the simplified acquisition threshold (\$100,000) and all construction contracts exceeding \$2,000.

(2) Commercial and non-commercial transactions at or below the simplified acquisition threshold (\$100,000) and all construction contracts at or below \$2,000.

II. ADMINISTRATIVE

B. Records of administrative functions concerning the collection and expenditure of funds

1. Records that document the collection and expenditure of funds.

Disposition: TEMPORARY. Cut off at the end of the fiscal year in which the project/activity was completed or superseded. Destroy 6 years 3 months after cut off.

234-Printing Requisition Files

326 Incentive Awards Program Reports

409-2 Pegasys/NEAR Accounting Reports-Copies maintained by other offices.

411 Reimbursable Agreements

412 Reimbursable Billing

413-1 Cash Management-Guidance from OMB, General Accounting Office (GAO), and Department of Treasury on effective cash management, including the Financial Managers Financial Integrity Act (FMFIA) as implemented in OMB Circular A-127.

413-2 Cash Management-Cash management reports on late payment charges and interest paid out, unpaid invoices and problems, and reviews of financial management systems.

414 Accounting System Guidance Files

415 Obligation Files

416 Office Accounting Files

417 Office Financial Files

419 Cashier and Collection Officer Designations

420 Collection Receipts

421 Imprest Fund Files

507-1 Property Management Officer/Accountable Officers' (PMO/AO) History Files-Suspense file of source documents on which action has not been completed.

II. ADMINISTRATIVE

B. Records of administrative functions concerning the collection and expenditure of funds

1. Records that document the collection and expenditure of funds.

Disposition: TEMPORARY. Cut off at the end of the fiscal year in which the project/activity was completed or superseded. Destroy 6 years 3 months after cut off.

b. Transactions dated earlier than July 3, 1995.

(1) Transactions exceeding \$25,000 that utilized other than small purchase procedures and all construction contracts exceeding \$2,000.

(2) Transactions less than or equal to \$25,000 that utilized small purchase procedures and all construction contracts under \$2,000.

519-2 General Procurement Files-Obligation copy.

704 Noncommercial Reimbursable Travel Files

705-3 Freight Files-Original vouchers and support documents covering commercial freight charges of settled fiscal accounts, including registers and other control documents, but EXCLUDING those covered by file no. 705-4.

705-4 Freight Files-Records covering payment for commercial freight charges for services for which: (1) notice of overcharge has been or is expected to be issued, or if a rail freight overpayment is involved; (2) deduction or collection action has been taken; (3) the voucher contains inbound transit shipment(s); (4) parent voucher has print of paid supplemental bill associated; (5) the voucher has become involved in litigation; or (6) any other condition arises, such as detection of overcharge, that prevents the settling of the account, requiring the voucher to be retained beyond the 6-year retention period covered by file no. 705-3.

804-2 IT Hardware and Software Acquisition Case Files-Copies of requisitions and supporting documentation maintained by other offices.

1806-2 Purchase and Contract Case Files-Copies maintained by other offices.

Note: This item includes GRS items that are administrative in function to NR for which a deviation is being requested.

<p>II. ADMINISTRATIVE</p> <p>B. Records of administrative functions concerning expenditure of funds</p> <p>2. Building records.</p> <p>Disposition: TEMPORARY. Retain for life of asset. Transfer to purchaser or dispose 10 years after unconditional sale or release by the Government of conditions, restrictions, mortgages, or other liens</p>	<p>611-1 Federal Structures Construction Files-Intermediate and pre-final, final working, as-built, shop, repair and alteration, contract and standard drawings; project specifications, with documents relating to their preparation; and engineering projects.</p> <p>612-4 Other Architectural and Engineering Files-Drawings of Electrical, Plumbing, Heating, or Air Conditioning Systems.</p> <p>612-5 Other Architectural and Engineering Files-Architectural Drawings of Temporary Structures and Buildings or of Buildings Not Critical to the Mission of the Agency.</p> <p>613 Paint Plans and Samples</p> <p>628-1 Building Equipment History Files-Guaranty and warranty files.</p> <p>628-2 Building Equipment History Files-Building equipment history cards.</p> <p>628-3 Building Equipment History Files-Mechanical Equipment data forms.</p> <p>632 Environmental Condition Operating Records</p>
<p>C. Records tracking workload used as a source of billing data for the Federal Records Centers</p> <p>Disposition: TEMPORARY. Cut off at the end of the fiscal year. Destroy when 3 years old.</p>	<p>251 Messenger Service Files</p> <p>705-1 Freight Files-Issuing office copies, other than those identified in file no. 705-4, of Government or commercial bills of lading.</p> <p>1316 TASK System</p> <p>1326 NARS-5 System</p> <p>1327-3 Reference Request Files-Centers Information Processing System (CIPS)</p> <p>a. Reference Request History File</p> <p>1328 Reference Service Correspondence File</p>

<p>II. ADMINISTRATIVE</p> <p>C. Records tracking workload used as a source of billing data for the Federal Records Centers</p> <p><u>Disposition:</u> TEMPORARY. Cut off at the end of the fiscal year. Destroy when 3 years old.</p>	<p>1807-1 Service Order File-Record copy of service order transactions of more than the minimum mail order fee.</p> <p>1807-2 Service Order File-Record copy of NATF Forms 80, 81, 82, and 83 transactions and service order transactions of the minimum mail order fee or less.</p> <p>1807-3 Service Order File-Other records.</p>
<p>D. Personnel records created and maintained by NR field units.</p> <p>1. Employee Name Files.</p> <p><u>Disposition:</u> TEMPORARY. Review annually and destroy superseded or obsolete documents, and destroy file relating to an employee within 1 year after separation or transfer.</p> <p>NOTE: For employees reassigned to another NARA unit, performance-related files and statements of employment and financial interest must be transferred to the new NARA supervisor.</p>	<p>212-1 Office Training Files-Individual Training Files</p> <p>303-1 Supervisor's Personnel Files-Employee Name Files.</p>
<p>2. All other records, including labor relations and occupational injuries.</p> <p><u>Disposition:</u> TEMPORARY. Cut off at the end of the fiscal year. Destroy when 4 years old.</p> <p>Note: This item includes GRS items that are administrative in function to NR for which a deviation is being requested.</p>	<p>303-2 Supervisor's Personnel Files-Personnel Subject Files.</p> <p>310-2 Pay and Leave Administration Files-Voluntary Leave Transfer Program (VLTP) Files.</p> <p>310-3 Pay and Leave Administration Files-Family and Medical Leave Act (FMLA) Files.</p> <p>313 Personnel Security Clearance Status Files</p> <p>314-1 Security Violations Files- Files relating to alleged violations of a sufficiently serious nature that they are referred to the Departments of Justice or Defense for prosecutive determination, exclusive of files held by Departments of Justice or Defense offices responsible for making such determinations.</p> <p>314-2 Security Violations Files-All other files, exclusive of documents placed in official personnel folders.</p>

II. ADMINISTRATIVE

D. Personnel records created and maintained by NR field units

2. All other records, including labor relations and occupational injuries.

Disposition: TEMPORARY. Cut off at the end of the fiscal year. Destroy when 4 years old.

Note: This item includes GRS items that are administrative in function to NR for which a deviation is being requested.

327-1 Employee Awards Files-General Awards Records.

a. Case files including recommendations, approved nominations, correspondence, and reports pertaining to agency-sponsored cash and noncash awards such as incentive awards, within-grade merit increases, suggestions, and outstanding performance.

b. Correspondence pertaining to awards from other Federal agencies or non-Federal organizations.

327-2 Employee Awards Files-Length of Service and Sick Leave Awards Files.

327-3 Employee Awards Files-Letters of Commendation and Appreciation.

329-1 Grievance, Disciplinary, and Adverse Actions Files-Administrative Grievance Files (5 CFR 771).

329-2 Grievance, Disciplinary, and Adverse Actions Files-Adverse Actions (5 CFR 752) and Performance-Based Actions (5 CFR 432) Files.

a. Case files and other related textual records.

b. Discipline Log.

329-3 Grievance, Disciplinary, and Adverse Actions Files-Merit System Protection Board (MSPB) Appeal Case Files.

336 Personal Injury Files

345-1 Flexiplace Program Records-Approved requests or applications to participate in the flexiplace program; agreements between NARA and the employee; and records relating to the safety of the worksite; the installation and use of equipment, hardware and software; and the use of secure, classified information or data subject to the Privacy Act.

345-2 Flexiplace Program Records-Unapproved requests.

<p>II. ADMINISTRATIVE</p> <p>D. Personnel records created and maintained by NR field units</p> <p>2. All other records, including labor relations and occupational injuries.</p> <p>Disposition: TEMPORARY. Cut off at the end of the fiscal year. Destroy when 4 years old.</p> <p>Note: This item includes GRS items that are administrative in function to NR for which a deviation is being requested.</p> <p>E. Transitory records</p> <p>Disposition: TEMPORARY. Destroy when no longer needed or not longer than 120 days.</p> <p>F. Non-record material</p> <p>Disposition: TEMPORARY. Destroy when no longer needed</p>	
<p>III. PROGRAM OPERATION</p> <p>A. Regional Outreach</p> <p>Disposition: TEMPORARY. Cut off at the end of the fiscal year in which the project/activity was completed or superseded. Destroy 5 years after cut off.</p>	<p>125-2 NARA Histories-Background materials, including electrostatic copies of agency documents made for convenient reference.</p> <p>132-1 Customer Feedback Files-Customer Survey Questionnaire, Focus Group, and Interview Files.</p> <p>a. Case files related to developing, administering, and evaluating the effectiveness of customer survey questionnaires, focus groups, and telephone/in-person interviews.</p> <p>(1) Files maintained by the office responsible for conducting survey questionnaires, focus groups, and telephone/in-person interviews.</p> <p>(3) Documents related to working with an outside organization or contractor to develop and/or administer survey questionnaires, focus groups, and telephone/in-person interviews.</p> <p>(a) Memorandums of Agreement (or Understanding) and statements of work.</p>

III. PROGRAM OPERATION

A. Regional Outreach

Disposition: TEMPORARY. Cut off at the end of the fiscal year in which the project/activity was completed or superseded. Destroy 5 years after cut off.

(b) Purchase orders and other contractual paperwork.

b. Files related to evaluating feedback from customers completing customer satisfaction information collections.

c. Files related to reporting on final results of survey questionnaires, focus groups, and telephone/in-person interviews. [maybe have this only appear in PA-A?]

(2) Copy of final report maintained by the office responsible for conducting survey questionnaires, focus groups, and telephone/in-person interviews.

(3) Report developmental files maintained by the office responsible for conducting survey questionnaires, focus groups, and telephone/in-person interviews.

132-2 Customer Feedback Files-Comment and Complaint Files.

213-5 Training Program Files-External training.

213-6 Training Program Files-Course announcement files.

840-1 NARA Web Function-Includes, but not limited to, files related to designing, populating, testing, implementing, and maintaining NARA's web sites (including Presidential Library web sites.)

b. As performed by offices proposing and preparing content for posting.

1002-2 News Releases-Other Copies

1002-3 News Releases-Other records.

1004-2 Biographies-All other copies.

1005-1 NARA Publications-Record copy of each publication.

1005-2 NARA Publications-Copy of each publication maintained for reference use.

III. PROGRAM OPERATION

A. Regional Outreach

Disposition: TEMPORARY. Cut off at the end of the fiscal year in which the project/activity was completed or superseded. Destroy 5 years after cut off.

1005-3 NARA Publications-Printers' galleys, graphics, working papers, copies of publications, and related records.

1005-4 NARA Publications-Photographs, negatives, and prints used in publications, EXCLUDING original photography in file no. 1027.

1007-2 Employee Newsletters-Background materials.

1305-1 Records Management Workshop, Conference, and Training Course Files-Correspondence, notices, applications, attendance records, and administrative forms pertaining to records management workshops, conferences, and training courses.

1305-2 Records Management Workshop, Conference, and Training Course Files-Training materials, including course outlines, handouts, view graphs, and reference files.

1601-1 Professional and Scholarly Conferences and Symposia Files-Administrative records associated with the logistics of planning, scheduling, and managing conferences, symposia, and associated receptions.

1601-2 Professional and Scholarly Conferences and Symposia Files-Published and unpublished program proceedings and related records.

b. Video and audio recordings of proceedings, reception speeches, and interviews, copyright releases and authorizations, and any other related documentation.

(2) Video and audio recordings and related documentation that do **not** significantly enhance knowledge and understanding of the proceedings and other related information.

1602-1 Ceremonies and Events Files-Unique ceremonies, events and associated receptions, and those that occur annually, periodically, or frequently and are considered to be historically significant.

a. Administrative records associated with the

III. PROGRAM OPERATION

A. Regional Outreach

Disposition: TEMPORARY. Cut off at the end of the fiscal year in which the project/activity was completed or superseded. Destroy 5 years after cut off.

logistics of planning, scheduling, and managing ceremonies, events, and receptions.

1602-2 Ceremonies and Events Files- Ceremonies, events, and associated receptions that occur routinely and are **not** considered to be historically significant, milestone, or gala.

1603 Study Tour Files

1604 International Visitors File

1605-1 Volunteer and Tour Program Files- Development papers, brochures, and plans for program promotion and membership activities.

1605-3 Volunteer and Tour Program Files- Individual volunteer files.

1606-1 Education Workshop Training Files- Correspondence, memoranda, notices, mailing lists, and other records relating to archival and genealogical workshops.

1606-2 Education Workshop Training Files- Training materials, including workshop outlines, handouts, and audiovisual materials.

1607-1 Teacher Workshop Files- Correspondence, memoranda, notices, mailing lists, and other records relating to workshops for teachers.

1607-2 Teacher Workshop Files- Training materials, including workshop outlines, handouts, and audiovisual materials.

1608-1 School Program Training Materials Files- Correspondence, memoranda, notices, mailing lists, and other records relating to school programs.

1608-2 School Program Training Materials Files- Training materials, including workshop outlines, handouts, and audiovisual materials.

1609-3 Modern Archives Institute Files- Files maintained by NARA Staff members who serve as instructors for Institute sessions.

1610-1 Exhibit Case Files- Documents related

<p>III. PROGRAM OPERATION</p> <p>A. Regional Outreach</p> <p><u>Disposition:</u> TEMPORARY. Cut off at the end of the fiscal year in which the project/activity was completed or superseded. Destroy 5 years after cut off.</p>	<p>to the planning and preparation of exhibits, including photographs, correspondence, and lists of exhibit items.</p> <p>1610-2 Exhibit Case Files-Records of an administrative nature, such as copies of contracts and agreements, and records covered elsewhere in this schedule.</p> <p>1611-1 Graphic Record Files-Exhibit-related graphics.</p> <p>1611-2 Graphic Record Files-All other graphics.</p>
<p>B. Records Management Services</p> <p><u>Disposition:</u> TEMPORARY. Cut off at the end of the fiscal year in which the project/activity was completed or superseded. Destroy 5 years after cut off.</p>	<p>1005-1 NARA Publications-Record copy of each publication.</p> <p>1301-1c. Records Administration Program Subject Files-Targeted assistance project files.</p> <p>1301-2 Records Administration Program Subject Files-Records maintained by other offices.</p> <p>1302-4 Agency Evaluation Files-Records maintained by records centers.</p>
<p>C. Records Center Services</p> <p>1. Transfer</p> <p><u>Disposition:</u> TEMPORARY. Cut off at the end of the fiscal year in which the project/activity was completed or superseded. Destroy when 3 years old.</p>	<p>1005-1 NARA Publications-Record copy of each publication.</p> <p>1304 Agency Correspondence Files</p> <p>1321 Accession Register</p> <p>1324 Records Center Unscheduled and Permanent Records Report</p> <p>1325 Pending Schedules Implementation Files</p>

III. PROGRAM OPERATION

C. Records Center Services

2. Reference/Records Services

Disposition: TEMPORARY. Cut off at the end of the fiscal year in which the project/activity was completed or superseded. Destroy when 3 years old.

NOTE: Any records required for billing audit should be migrated to II.C at the close of the fiscal year.

214-1 NARA Fee Schedule Files-Case file maintained by office responsible for coordinating or developing the fee schedule.

214-2 NARA Fee Schedule Files-Copies of the fee schedule maintained by all offices.

214-3 NARA Fee Schedule Files-Other records maintained by other offices.

215 Special Fee Projects

251 Messenger Service Files

253 Classified Document Receipt Files

254 Classified Documents Destruction Certificates Files

255 Classified Documents Inventory Files

256 Top Secret Document Accounting Files

257 Top Secret Document Control Files

258 Classified Documents Access Request Files

259-1 Classified Document Container Security Files-Forms or lists used to record safe and padlock combinations, names of individuals knowing combinations, and comparable data used to control access into classified document containers.

259-2 Classified Document Container Security Files-Forms placed on safes, cabinets, or vaults containing security classified documents that record opening, closing, and routine checking of the security of the container, such as locking doors and windows, and activating alarms.

263-2 Information Security Inspection and Survey Files-Documents maintained by the assistant information security managers.

263-3 Information Security Inspection and Survey Files-Vault Certifications.

<p>III. PROGRAM OPERATION</p> <p>C. Records Center Services</p> <p>2. Reference/Records Services</p> <p><u>Disposition:</u> TEMPORARY. Cut off at the end of the fiscal year in which the project/activity was completed or superseded. Destroy when 3 years old.</p> <p>NOTE: Any records required for billing audit should be migrated to II.C at the close of the fiscal year.</p>	<p>1005-1 NARA Publications-Record copy of each publication.</p> <p>1303 Agency Records Center Case Files</p> <p>1314-1 Agency/Records Center Agreement Files-Documents relating to national agreements.</p> <p>1314-2 Agency/Records Center Agreement Files-Documents relating to Records Center-negotiated agreements.</p> <p>1319 Records Center Quality Control Files</p> <p>1327-1 Reference Request Files-Optional Forms (OF) 11 (charge out copy) used to document the loan of records.</p> <p>1327-2 Reference Request Files-OF 11s (charge out copy) used to document the permanent withdrawal of entire boxes.</p> <p>1327-3 Reference Request Files-Centers Information Processing System (CIPS)</p> <p>a. Reference Request History File</p> <p>b. CIPS User Database</p> <p>1328 Reference Service Correspondence File</p> <p>1329-1 Research Application and Authorization Files-Researcher Application Forms.</p> <p>1329-2 Research Application and Authorization Files-Other Records.</p> <p>1330 Register of Visitors</p> <p>1335 NR/Records Center Project Control Files</p> <p>1336-1 Micrographic Project/Agreement Files-Agency Job Files.</p> <p>1336-2 Micrographic Project/Agreement Files-Official project files.</p> <p>1337-1 Micrographics Program Files-Micrographics equipment inventories,</p>
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<p>III. PROGRAM OPERATION</p> <p>C. Records Center Services</p> <p>2. Reference/Records Services</p> <p><u>Disposition:</u> TEMPORARY. Cut off at the end of the fiscal year in which the project/activity was completed or superseded. Destroy when 3 years old.</p> <p>3. Disposition</p> <p>a. All records of the Disposition function with the exception of those listed in b. below.</p> <p>1. Records related to disposable accessions</p> <p><u>Disposition:</u> TEMPORARY. Cut off at the end of the fiscal year in which the project/activity was completed or superseded. Destroy when 10 years old.</p>	<p>equipment production rate records, histories of repairs, and related records.</p> <p>1337-2 Micrographics Program Files-Fiscal year work program files.</p> <p>1337-3 Micrographics Program Files-Micrographics reference files.</p> <p>1340-1 Case Management and Reporting System-Customer Requests ("Scanned Paper")</p> <p>1340-3 Case Management and Reporting System-Registry File</p> <p>1340-4 Case Management and Reporting System- All other documentation generated as part of the fulfillment process.</p> <p>1005-1 NARA Publications-Record copy of each publication.</p> <p>1320-2 Records Transmittal and Receipt (SF 135) File-SF 135s, SF 135As, and related records for holdings that are not permanent.</p> <p>a. Those SF 135s and related records received after the implementation of the NARS-5 system.</p> <p>b. Those SF 135s and related records received prior to the implementation of the NARS-5 system.</p> <p>1322-2 Accession and Disposal Exception Files-Records centers action files.</p> <p>a. Freeze files (arranged alphabetically by freeze code).</p> <p>b. All other exceptions.</p> <p>1326 NARS-5 System</p> <p>1332-1 Notices of Eligibility for Disposal Files-Documents relating to requests which were approved by the records center.</p> <p>1332-2 Notices of Eligibility for Disposal</p>
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<p>III. PROGRAM OPERATION</p> <p>C. Records Center Services</p> <p>3. Disposition</p> <p>a. All records of the Disposition function with the exception of those listed in b. below.</p> <p>1. Records related to disposable accessions</p> <p>Disposition: TEMPORARY. Cut off at the end of the fiscal year in which the project/activity was completed or superseded. Destroy when 10 years old.</p> <p>2. Records related to permanent accessions</p> <p>Disposition: Forward to custodial unit assuming physical and legal custody of records.</p> <p>b. SF115</p> <p>Disposition: TEMPORARY. Destroy when superseded/obsolete.</p>	<p>Files-Documents relating to requests which were not approved by the records center.</p> <p>1333-1 Agency Review for Contingent Disposal Files-Notices Indicating that a complete accession can be destroyed.</p> <p>1333-2 Agency Review for Contingent Disposal Files-Notices Indicating that an accession or part of an accession can not be destroyed.</p> <p>1334-1 Records Disposal Authorization Correspondence-Correspondence received from agencies, which was not part of the regular quarterly disposal cycle, authorizing the disposal of records.</p> <p>1334-2 Records Disposal Authorization Correspondence-Correspondence regarding disposal of courtesy-stored records of Members of Congress.</p> <p>1005-1 NARA Publications-Record copy of each publication.</p> <p>1310-2 Rejected or Canceled Offers of Records-Files maintained by records centers.</p> <p>1320-1 Records Transmittal and Receipt (SF 135) File-SF 135s, SF 135As, and related records for holdings transferred to the National Archives for permanent retention.</p> <p>1331 Permanent Records Transfer Files</p> <p>1005-1 NARA Publications-Record copy of each publication.</p> <p>1309-3 Records Disposition Case Files-Other copies, including those in custodial units and records centers.</p>
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III. PROGRAM OPERATION

D. Archives Services

1. Accessioning

a. All records of the Accessioning function with the exception of those listed in b. below.

Disposition: TEMPORARY. Retain for life of asset. Transfer along with asset when de-accessioned OR destroy 5 years after related asset is destroyed.

1005-1 NARA Publications-Record copy of each publication.

1306-2 Case Files on Archival Records in Agency Custody-Records Maintained by the custodial units.

1310-3 Rejected or Canceled Offers of Records-Files maintained by custodial units.

1405-1 Records Accession Files-Accession dossiers.

1405-2 Records Accession Files-Accession dossiers relating to the destruction, loss, or removal of records.

1405-3 Records Accession Files-Working Papers and copies in other offices.

1406-1 Change of Status Files-Change of Status Reports at the record group level which include the NA Form 14044, Change of Status Record (formerly GSA Form 6710), and related records maintained by the Holdings Management Staff (NWCM).

b. Copies in custodial units and Presidential libraries.

1406-2 Change of Status Files-Change of Status Record below the record group level (NA Form 14044, formerly GSA Form 6710A).

b. Copies in custodial units and Presidential libraries.

1406-3 Change of Status Files-Registers of Change of Status, such as the GSA Form 6740, Register of Changes in Holdings.

1406-4 Change of Status Files-Periodic Statistical or narrative reports or summaries of change of status or holdings.

b. Other offices.

1406-5 Change of Status Files-NARS A-1 System containing the automated Change of

III. PROGRAM OPERATION

D. Archives Services

1. Accessioning

a. All records of the Accessioning function with the exception of those listed in b. below.

Disposition: TEMPORARY. Retain for life of asset. Transfer along with asset when de-accessioned OR destroy 5 years after related asset is destroyed.

b. Location Register

Disposition: TEMPORARY. Destroy when superseded.

Status-below Record Group Level and other machine-readable descriptions of NARA holdings.

b. Microfiche of NARS A-1.

1406-6 Change of Status Files-Change of Holdings Tracking System formerly titled "Record Group Statistics and Analysis (NARS A-1 ½ or A-B-C Lists))."

1409-1 Acquisition Case Files-Acquisition case file maintained in unit of custody.

1409-2 Acquisition Case Files-Working papers and copies in other offices.

1409-3 Acquisition Case Files-Acquisition Logs or registers.

1415-3 Records Restriction Files-Other Records.

1005-1 NARA Publications-Record copy of each publication.

1442-2 Records Storage and Security Files-Documents created in controlling the physical location of accessioned records and donated materials in NARA. Included are shelf lists, location registers, and related forms and records.

1442-4 Automated Microfilm Location Registers

a. Register of NARA microfilm held as record copy by regional archives.

(1) Master File.

(2) Published inventory of any descriptive material

b. Register of accessioned and NARA-created microfilm stored in off-site location.

(1) Master file.

(2) Periodic microfiche or paper copies of information.

<p>III. PROGRAM OPERATION</p> <p>D. Archives Services</p> <p>2. Processing/Preservation</p> <p>a. All records of the Processing/Preservation function with the exception of those listed in b. below.</p> <p><u>Disposition:</u> TEMPORARY. Retain for life of asset. Transfer along with asset when de-accessioned OR destroy when related asset is destroyed.</p> <p>b. Surveys of Records Needing Treatment</p> <p><u>Disposition:</u> TEMPORARY. Destroy when superseded.</p>	<p>1005-1 NARA Publications-Record copy of each publication.</p> <p>1413-1 Project Case Files-Record copy of unpublished project product. (For published products, see file no. 122, NARA Publications.</p> <p>1413-2 Project Case Files-Other Records.</p> <p>1414 Project Control and Assignment Files</p> <p>1425 Finding Aid Files</p> <p>1436-1 Preservation Project Case Files-Case files relating to preservation projects for individual items, selected groups of records, or whole collections.</p> <p>1436-2 Preservation Project Case Files-Other records in custodial units.</p> <p>1436-3 Preservation Project Case Files-Other offices.</p> <p>1438-2 Environmental Condition Reports-Weekly hygrometric charts and other records.</p> <p>1439-2 Preservation Monthly Report to Archivist-Other Copies</p> <p>1441 Precious Metals Report</p> <p>1005-1 NARA Publications-Record copy of each publication.</p> <p>1414 Project Control and Assignment Files</p> <p>1440-2 Preservation Survey Files-Working papers and other copies. [really need 1440-1 here but as currently scheduled makes this HQ]</p>
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<p>III. PROGRAM OPERATION</p> <p>D. Archives Services</p> <p>3. Reference</p> <p>a. All records of the Reference function with the exception of those listed below.</p> <p><u>Disposition:</u> TEMPORARY. Destroy when 5 years old.</p>	<p>253 Classified Document Receipt Files</p> <p>254 Classified Documents Destruction Certificates Files</p> <p>255 Classified Documents Inventory Files</p> <p>256 Top Secret Document Accounting Files</p> <p>257 Top Secret Document Control Files</p> <p>258 Classified Documents Access Request Files</p> <p>259-1 Classified Document Container Security Files-Forms or lists used to record safe and padlock combinations, names of individuals knowing combinations, and comparable data used to control access into classified document containers.</p> <p>259-2 Classified Document Container Security Files-Forms placed on safes, cabinets, or vaults containing security classified documents that record opening, closing, and routine checking of the security of the container, such as locking doors and windows, and activating alarms.</p> <p>263-2 Information Security Inspection and Survey Files-Documents maintained by the assistant information security managers.</p> <p>263-3 Information Security Inspection and Survey Files-Vault Certifications.</p> <p>1005-1 NARA Publications-Record copy of each publication.</p> <p>1340-1 Case Management and Reporting System-Customer Requests ("Scanned Paper")</p> <p>1402-2 Periodic analytical surveys or studies maintained in NW, NR, or NL on reference services and reference use, including reports on reference inquiries and responses, reproduction orders and other use of holdings.</p> <p>1402-3 Project analyses, progress reports, and related records and forms.</p>
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III. PROGRAM OPERATION

D. Archives Services

3. Reference

a. All records of the Reference function with the exception of those listed below.

Disposition: TEMPORARY. Destroy when 5 years old.

1417 Reference and Reproduction Administration Files

1420-1 Research Room Reference Service Files-Copies of reference service slips that record dates and times of researcher use, and what materials were furnished.

1420-2 Research Room Reference Service Files-Duplicate copies of reference service slips retained in custodial units for materials sent to a central research room. (white copy)

1420-3 Research Room Reference Service Files-Other records.

1421-1 Reference Service Communication Files-Communications control files, which include registers and logs (including automated logs) that list incoming reference requests and replies, with related information.

1421-2 Reference Service Communication Files-Routine inquiries and replies and related records.

1421-3 Reference Service Communication Files-Correspondence and supporting documents, maintained at the branch or library level, relating to: Significant persons, subjects, or events; noted researchers or research projects; or replies involving repetitive, difficult, or complex research.

1421-4 Reference Service Communication Files-Reading files of reference correspondence, including extra copies of outgoing letters.

1421-5 Reference Service Communication Files-Routine requests for information and copies of forms and publications, in both paper and electronic formats, which require no research for reply. Also includes copies of replies that may be created.

1422-1 Freedom of Information Act (FOIA) and Mandatory Review Requests Files-Communications control files, which include registers and logs (including automated logs) that list incoming requests and replies, and

III. PROGRAM OPERATION

D. Archives Services

3. Reference

- a. All records of the Reference function with the exception of those listed below.

Disposition: TEMPORARY. Destroy when 5 years old.

related information.

- b. Other files maintained at the branch level.

1422-2 Freedom of Information Act (FOIA) and Mandatory Review Requests Files-
Documents maintained at the branch level relating to those records where originating agency authority is needed or NW or NR has denied access to all or part of the requested records. Included in these authority case files are the original request, a copy of the reply, agency authorization or denial, and supporting materials.

1422-3 Freedom of Information Act (FOIA) and Mandatory Review Requests Files-Routine FOIA inquiries and replies and related records, granting complete access to all the requested records or responding to requests for non-existent records.

1422-4 Freedom of Information Act (FOIA) and Mandatory Review Requests Files-FOIA inquiries and replies and related records, denying access to all or part of the requested records maintained in NW and NR.

1422-5 Freedom of Information Act (FOIA) and Mandatory Review Requests Files-Files created in responding to appeals under the FOIA for release of information denied by NARA, consisting of the original letter, a copy of the reply, and related supporting documents.

- c. Files maintained in other offices.

1425 Finding Aid Files

1407 Agency Background Files

- ### b. Agency Reference Files

Disposition: TEMPORARY. Destroy when no longer needed.

III. PROGRAM OPERATION

D. Archives Services

c. User Registration/Retrieval Documentation

Disposition: TEMPORARY. Destroy when 25 years old.

1005-1 NARA Publications-Record copy of each publication.

261-3 Top Secret Inventory Requirements
Files-Top Secret Inventory Lists and Registers

a. Lists of Top Secret documents disclosed to researchers. [not sure if getting back to who used the document is what's important here]

1418-1 Researcher Application and Authorization Files

a. Issuing office.

b. Other offices.

c. (2) Live data maintained on servers.

1418-2 Researcher Application and Authorization Files-Other records related to researcher applications.

a. Custodial unit research room regulations signed and acknowledged by researchers.

b. Correspondence and other records.

1418-3 Researcher Application and Authorization Files-Applications for access to classified and restricted materials, including documentation of the researcher's clearance for such access, and related records.

1418-4 Researcher Application and Authorization Files-Records relating to requests for access to donor-restricted materials.

1418-5 Researcher Application and Authorization Files-Electronic database of researcher applications used as a finding aid and to prepare statistical reports and mailing lists.

1419-1 Research Room Use Files-Research room use for which researcher identification cards are needed.

III. PROGRAM OPERATION

3. Reference

c. User Registration/Retrieval Documentation

Disposition: TEMPORARY. Destroy when 25 years old.

1419-2 Research Room Use Files-Research room use for which no research card is needed.

1419-3 Research Room Use Files-Public-Use personal computer (PC) user logs and system audit data used to record public access on research room PCs and to detect inappropriate use.

a. Log sheets signed by researchers registering to use public-use PCs.

b. Audit data recording Internet use activity on public-use PCs.

1423-1 Reproduction Service Files-Register or log of reproduction requests and service orders.

1423-2 Reproduction Service Files-Reproduction requests, requests for authentication, related correspondence, service orders, invoices from contractors and related records.

1423-3 Reproduction Service Files-Documents authorizing or not authorizing the reproduction of agency or donor-restricted, or copyrighted materials. Included are: requests for authorization; replies; letters from copyright and proprietary rights' owners granting or denying permission for NARA to furnish reproductions; letters of indemnification; and related records.

1424-1 Agency Loan Files-Documents created in making accessioned records available to the originating Federal agency for temporary loan. Included are: requests for loans; external loan receipts; loan registers; forms, such as the NA Form 14014, National Archives and Records Administration Loan Receipt; and related records.

1424-2 Agency Loan Files-Documents relating to unrecoverable loans and permanent withdrawals.

1424-3 Agency Loan Files-Registers or logs of agency loans, external loan receipts, and related records.

<p>III. PROGRAM OPERATION</p> <p>D. Archives Services</p> <p>3. Reference</p> <p>c. User Registration/Retrieval Documentation</p> <p><u>Disposition:</u> TEMPORARY. Destroy when 25 years old.</p> <p>4. Appraisal/Internal Disposal</p> <p><u>Disposition:</u> TEMPORARY. Destroy when 5 years old.</p> <p>E. Transitory records</p> <p><u>Disposition:</u> TEMPORARY. Destroy when no longer needed or not longer than 120 days.</p> <p>F. Non-record material</p> <p><u>Disposition:</u> TEMPORARY. Destroy when no longer needed.</p>	<p>1612-2 Photographic Security Copies-Facsimiles accumulated by custodial units.</p> <p>1613-1 Exhibit Loan File-Documents relating to the preparation and administration of loans (whether approved or denied), including correspondence, lists of borrowers and items loaned, loan agreements, insurance policies, condition reports, news clippings, and related records.</p> <p>1613-2 Exhibit Loan File- Documents relating to withdrawn loan requests.</p> <p>1613-3 Exhibit Loan File-Records of an administrative nature, such as copies of agreements and records covered elsewhere in this schedule.</p> <p>1615 Marketing Files</p> <p>1616 Reciprocal Advertising File</p> <p>1617 Conference Exhibitions [not sure if these are meant for museum shops, see also 1615-1616]</p> <p>.</p> <p>1005-1 NARA Publications-Record copy of each publication.</p> <p>1309-3 Records Disposition Case Files-Other copies, including those in custodial units and records centers. [see 1405-1]</p> <p>1310-3 Rejected or Canceled Offers of Records-Files maintained by custodial units.</p>
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