

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-64-93-3	DATE RECEIVED 6-15-93
1. FROM (Agency or establishment) National Archives and Records Administration		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office of Records Administration		In accordance with the provisions of 44 U S C 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3. MINOR SUBDIVISION Agency Services Division			
4. NAME OF PERSON WITH WHOM TO CONFER Eleanor Melamed	5. TELEPHONE 501-6018	DATE 11-18-93	ARCHIVIST OF THE UNITED STATES <i>Gandy Hudson-Peterson</i>

6. AGENCY CERTIFICATION  
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached \_\_\_ 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; or  has been requested.

DATE 6/7/93	SIGNATURE OF AGENCY REPRESENTATIVE <i>Mary Ann Hadyka (Palmas)</i>	TITLE NARA Records Officer
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7 ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<p>1306-1 <u>Retained Records Database</u>. Electronic database describing identified series of unscheduled or permanent records older than 30 years which are maintained by the originating or successor agency. Information about the series includes location, schedule authority, description of media and contents of records, and efforts by NARA units to secure the transfer of the records to NARA.</p> <p>a. <u>Inputs</u>. Inputs in electronic or paper form.</p> <p>1. <u>NIA</u>. Inputs received from other units of the National Archives. Destroy upon verification of input.</p> <p>2. <u>Other Units</u>. Destroy when no longer needed.</p> <p>b. <u>Master-files</u>. Cut off records when transfer has been secured, records destroyed, or all efforts to secure transfer have been dropped. Transfer to inactive file regularly. Cut off inactive file annually. Destroy when 5 years old or when no longer needed, whichever is later.</p> <p>c. <u>Outputs</u>.</p> <p>1. <u>Statistical, tabular, and Narrative Reports</u>. Destroy when no longer needed.</p> <p>2. <u>Individual Report of Transferred Series, (transferring unit)</u>. Merge with 1405-1, Records Accession Files, when records are received in custodial unit.</p>		