

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER 11-64-95-2	DATE RECEIVED 4.15.94
1. FROM (Agency or establishment) National Archives and Records Administration		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION -		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3. MINOR SUBDIVISION -			
4. NAME OF PERSON WITH WHOM TO CONFER Laurence C. Patlen	5 TELEPHONE 301-713-6730	DATE 7-3-96	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</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 5 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 11/30/94	SIGNATURE OF AGENCY REPRESENTATIVE <i>Mary Ann Hadyka</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 GRS OR SUPERSEDED JOB CITATION	10.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)
.	Amendments to the NARA comprehensive records disposition schedule (FILES 203, apps.)		
1.	<p>1312 <u>Permanent Authorities Database files</u> Database providing descriptive information about permanent records series, includes data derived from approved SF-115's and cross reference to the NARS-5 database (file no. 1326).</p> <p>PERMANENT. Cut off in 10-year blocks. Transfer to the National Archives of the U.S. 10 years later.</p>		SEE ATTACHED
2.	1326-3c. (<u>NARS-5 System</u> , Automated Files) Master files maintained at St. Louis Data Systems Center		
a.	(1) Report 21 and Withdrawal Report 2 (No change)		
b.	(2) NARS-5 Master file.		
	Cut off at end of fiscal year. Delete or overwrite when 3 years old or when no longer needed for administrative use, whichever is sooner.		

1) PERMANENT AUTHORITIES DATABASE.

a) Input records and unedited entries.

TEMPORARY. Delete after input is verified. (GRS 20, Item 2a).

b) Edited entries.

TEMPORARY. Destroy when no longer needed.

Per NSX appraisal. Relevant e-mail exchange with agency
clearing change of item 16) lost during system crash (ca 7/95)

Wolfe
8/1/95

see 4/1/96 PIRM-70L memorandum.

Wolfe 4/2/96

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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)
3.	<p>1327 <u>Reference Request Files</u> Reference requests and related records used to document the loan or permanent withdrawal of records from a Federal Records Center.</p> <p>a. 1327-3 Centers Information Processing System (CIPS). Automated system used for documenting, tracking and reporting loans and permanent withdrawals from a Federal Records Center.</p> <p>a. Reference request history file maintained by Data Systems Center (NC-D).</p> <p>Cut off at end of fiscal year. Delete when 25 years old.</p>		
4.	<p>1338 <u>Registry System (CPR/MPR) Files.</u> Automated systems that provide indexes, locations, and other reference service information on the Registry files. Includes information to facilitate locating: service listings of past veterans; retired civilian personnel; X-rays of military personnel; medical records of dependent military personnel; query master file on each Official Personnel Folder (OPF). Registry system information is maintained separately by category (Civilian, Military, X-Rays (Military), etc.).</p> <p>a. 1338-1 Files maintained in record centers.</p> <p>Overwrite data when modified. Destroy when superseded or when no longer needed for current operations.</p> <p>b. 1338-2 Files maintained by Data Systems Center (NC-D).</p> <p>Overwrite data when modified. Destroy when 5 years old or when no longer needed, whichever is sooner.</p> <p>c. 1338-3 <i>Input/Source Records ----- Covered by GRS 20, Electronic Records, item 2.</i></p>		
5.	<p>1425 <u>Finding Aid Files</u> Textual and electronic documents accumulated or created to assist researchers and NARA staff in accessing and finding accessioned records and donated materials. These documents are usually created by NARA or by the originating agency or individual. Included are electronic</p>	<p>NI-64-87-1:1425</p>	

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	<p>databases, copies of published and unpublished finding aids, lists, reference reports,</p> <p>a. 1425-1 <i>Textual/hard copy finding aids. (= current 1425)</i> <i>Use file no. 122-1 for record copies of published finding aids.</i></p> <p><i>Retain for current reference. Destroy when superseded or obsolete (NI-64-87-1)</i></p> <p>b. 1425-2 Electronic finding aids.</p> <p>Overwrite or delete when superseded.</p> <p>6. 1436-5 <u>Charters Monitoring System Files</u></p> <p>Imaging and related records used for analytical digital image processing for the Charters of Freedom and other very important documents.</p> <p>a. a. Project case files.</p> <p>PERMANENT. (See file no. 1436-1 for disposition instructions.)</p> <p>b. b. Digital image tapes. <i>destroy or delete when no longer needed for</i> PERMANENT. CUT OFF annually. Transfer to the National Archives of the U.S. 10 years later. <i>technical evaluation or administrative purposes.</i></p> <p>c. c. Imaging system documentation.</p> <p>PERMANENT. Cut-off annually. Transfer to the National Archives of the U.S. when image tapes (file no. 1436-2b) are transferred. <i>DESTROY OR DELETE WHEN SUPERSEDED OR OBSOLETE.</i></p> <p>7. 1460 <u>John F Kennedy Assassination Records Collection System Files.</u> Automated descriptive data on documents collected pursuant to the President John F. Kennedy Assassination Records Collection Act of 1992 (P.L. 102-526).</p> <p>a. 1460-1 Summary reports and logs used for tracking the status of agency review of assassination records.</p> <p>Destroy when superseded or obsolete.</p>		

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	This change to this proposed schedule has been approved by:		
	NARA appraiser date Agency representative date		
7.	1460 <u>John F Kennedy Assassination Records Collection System Files</u> . Automated descriptive data on documents collected pursuant to the President John F. Kennedy Assassination Records Collection Act of 1992 (P.L. 102-526).		
a.	1460-1 Summary reports and logs used for tracking the status of agency review of assassination records. Destroy when superseded or obsolete.		
b.	1460-2 JFK Collection System. Data disks used by agencies to record the data for the documents reviewed and the documentation. PERMANENT. Transfer immediately to the National Archives of the U.S. upon verification of successful incorporation into the NARA-compiled uniform system of records - the JFK Master Database.		
c.	1460-3 Finding aids created by NARA. See file no. 1425 for disposition instructions.		
d.	1460-4 JFK Master Database. NARA-compiled uniform system of records containing all information collected by all agencies and offices holding JFK assassination records. PERMANENT. Transfer to the National Archives of the U.S. when 10 years old or when no longer needed for current operations, whichever is sooner.		
e.	1460-5 JFK Reference System. Public-use version of the JFK Master Database, all restricted fields having been deleted. Destroy when no longer needed for administrative use.		

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	<p>This change to this proposed schedule has been approved by:</p> <p>NARA appraiser _____ date _____ Agency representative _____ date _____</p>		
8.	<p><u>Loan and Exhibits Inventory Control System (LEXICON).</u> Descriptive and tracking data on archival and museum materials that are processed for NARA exhibition and outgoing exhibition loans. Includes unique item descriptions of select NARA holdings, exhibit checklists, titles, locations, and dates. (NEEX and NNPD use exhibit history data on a continuing basis. Documentation of archival and museum materials provides essential information for NEEX's design and curatorial purposes. NNPD uses exhibit history data when reviewing new loan and exhibit requests to ascertain appropriate conditions for future exhibition of the same items.)</p>		
a.	<p>-1 Exhibit and loan information.</p>		
(1)	<p>a. Master files</p> <p>Records shall be migrated to each successor system. Delete when exhibit and document conservation staff agree that maintaining the data is no longer necessary.</p>		
(2)	<p>b. Outputs not duplicated in Exhibit and Loan Case Files (file no. 1610).</p> <p>Destroy when superseded or no longer needed for administrative or reference use.</p>		
b.	<p>-2 Information on Photographic Security Copies (file no. 1612). Includes dates and types of photography and control numbers for photographic security copies.</p>		
(1)	<p>a. Input forms.</p> <p>Cut off when information has been verified. Destroy when 3 years old.</p>		

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(2)	<p>b. Master files (electronic).</p> <p>Delete when superseded or no longer needed for administrative use.</p>		
(3)	<p>c. Reports not duplicated in <i>Photographic Security Copies</i> (file no. 1612-1)</p> <p>Destroy when no longer needed for administrative use.</p> <p><i>NOTE: It is proposed that file no. 1610 and 1613 be merged into Exhibit and Loan Case Files and that 1612 - National Archives Facsimiles, be renamed Photographic Security Copies.</i></p>		