

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-121-03-01	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 8/8/03	
1. FROM (Agency or establishment) GENERAL SERVICES ADMINISTRATION		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION PUBLIC BUILDING SERVICES			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Marc A. Wolfe	5. TELEPHONE NUMBER 202-501-2514	DATE 11-17-03	ARCHIVIST OF THE UNITED STATES <i>J. 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 <u> 0 </u> page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 8/8/2003	SIGNATURE OF AGENCY REPRESENTATIVE <i>Marc A. Wolfe</i>		TITLE GSA Records Officer
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	PBS Construction Grant Case Files: Case files related to various construction grants authorized under specific, individual Public Laws. Files consist of grant award documents, requests for and approval of release of funds, balance sheets and closeout documentation. Disposition: Cut off at the end of the FY in which the grant was closed. Destroy when 6 years, 3 months old.		
2	Electronic Mail and Word Processing System Copies: Electronic copies of record that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision or dissemination. a. Copies that have no further administrative value after the record keeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy. Disposition: Destroy/delete within 180 days after the recordkeeping copy has been produced. b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. Disposition: Destroy/delete when dissemination, revision, or updating is completed.		
<i>cc Agency NR NAWMWA</i>			