

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>121-04-0</i> <i>21-269-04-2</i>	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>9-16-2004</i>	
1. FROM (Agency or establishment) Public Buildings Service		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Central Office		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Marc A. Wolfe <i>Marc A. Wolfe</i>		5. TELEPHONE NUMBER 202-501-2514	DATE <i>1-3-05</i>
		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 <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	SIGNATURE OF AGENCY REPRESENTATIVE		TITLE
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
<i>1</i>	PBS Capital Project Case Files Description: Case files documenting the approval, execution and closeout of PBS appropriated capital projects. Includes memorandums, reports, forms and NEAR printouts. Disposition: 1. Paper Copy: Destroy after scanning 2. Imaged Copy: Destroy when no longer needed for reference <i>Destroy 6 years after close of project.</i>	<i>approved by R.O. 9/29/04</i>	
<i>2.</i>	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 record keeping 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.		

SA 1/5/05 copies sent to Agency, NWML, NR

- 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.