

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See instructions on separate page)		LEAVE BLANK (NARA use only)	
NATIONAL ARCHIVES and RECORD ADMINISTRATION WASHINGTON, DC 20408		JOB NUMBER N1-184-06 2	DATE RECEIVED 4/3/06
1. FROM (Agency or establishment) U.S. Railroad Retirement Board (RRB)		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office of the General Counsel		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Bureau of Law, Bureau of Hearings and Appeals, Office of Legislative Affairs			
4. NAME OF PERSON WITH WHOM TO CONFER Charles Mierzwa	5. TELEPHONE (312) 751-3363	DATE 3/6/02	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 16 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.

30-Mar-06	SIGNATURE OF AGENCY REPRESENTATIVE <i>Charles Mierzwa</i>	TITLE Agency 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 GRS OR SUPERSEDED JOB CITATION	10.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)
	See attached Office of the General Counsel Records Schedule		

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OFFICE OF THE GENERAL COUNSEL			
The General Counsel			
1.	<p><u>General Counsel Program, Policy, and Legal Files</u></p> <p>Correspondence, memoranda, reports, e-mail messages, and other documents maintained by the General Counsel or Assistant General Counsel and related to legal advice, policy-making decisions, significant program management functions, procedures, initiatives, and other mission and policy-related issues.</p> <p>Permanent. Cut off annually. Transfer to NARA in 10-year blocks when 15 years old.</p>	New Item	
2.	<p><u>General Counsel Working Files</u></p> <p>Nonessential working documents retained for reference purposes by either the General Counsel or Assistant General Counsel. Included are extra copies of official file material, supporting or background documents used in developing official files, but not needed as part of the official file, material not acted upon, documents used as administrative aids, and documents that do not serve as a basis for official action.</p> <p>Temporary. Review annually. Destroy when 2 years old or no longer needed for reference, whichever is later.</p>	New Item	
Office of Legislative Affairs (OLA)			
3.	<p><u>Legislative Affairs Office Correspondence File</u></p> <p>Memoranda and correspondence received from Congress, the White House, and the general public related to questions of RRB program eligibility and other routine questions about RRB programs. The correspondence includes the original letter and memoranda of actions taken by the White House and the RRB.</p> <p>Temporary. Cut off annually. Destroy 1 year after cut off.</p>	NC1-184-89-1, Item 1-6	

<p>4.</p>	<p><u>Legislative Affairs Office General Records and Reference Files.</u></p> <p>Series includes copies of legislative appropriation bills, records from various Congressional committees, Congressional district profiles, copies of draft legislation, plus general program, administrative, policy, and reading files.</p> <p>a. <u>Legislation Appropriation Bills</u> These include copies of House and Senate Bills, arranged by bill number or chronologically related to the RRB's annual appropriation.</p> <p>Temporary. Cut off at the end of each Congress. Destroy 1 year after cut off.</p>	<p>NC1-184-89-1, Item 1-7</p>	
<p>5.</p>	<p>b. <u>Congressional Committee Jurisdiction Files</u> Records from various Congressional committees that have jurisdiction over issues concerning or related to the RRB.</p> <p>Temporary. Cut off at the end of each Congress. Destroy 3 years after cut off.</p>		
<p>6.</p>	<p>c. <u>Congressional District Files</u> Information file on individual Congressman and/or Congressional district.</p> <p>Temporary. Review file at the end of each Congress. Destroy files belonging to retired Congressmen or districts that have changed boundaries.</p>		
<p>7.</p>	<p>d. <u>Draft Legislation Files</u> This series consists of proposed legislation drafted by the RRB.</p> <p>Temporary. Cut off at the end of each Congress. Destroy 3 years after cut off.</p>		
<p>8.</p>	<p>e. <u>Administrative/Policy Files</u> These records include general administrative material and copies of the agency's Continuity of Operations Plan, RRB policy notices and directives, as well as other materials such as RRB Board Member biographies.</p> <p>Temporary. Review annually. Destroy when superseded, obsolete, or no longer needed for reference.</p>		

<p>9.</p> <p>10.</p>	<p>f. <u>OLA Reading Files</u> Extra, convenience copies of outgoing OLA correspondence.</p> <p>Temporary. Cut off annually. Destroy 2 years after cut off or when no longer needed for reference, whichever is sooner.</p> <p>g. <u>Program Reference Files</u> This series contains a variety of reference materials, including statistical data, information on railroads, Medicare, medical disability, etc. related to the Railroad Retirement Act and the Railroad Unemployment Insurance Act. Also included are copies of annual reports to Congress, legal case files, inspector general reports, and copies of legislation which directly affect RRB operations.</p> <p>Temporary. Review annually. Destroy when superseded, obsolete, or no longer needed for reference.</p> <p style="text-align: center;">Bureau of Law</p>		
<p>5.</p> <p>6.</p>	<p><u>Digest of Legal Opinions</u></p> <p>Records of all legal opinions which have been written by the Bureau of Law and have been assigned an L number.</p> <p>a. Record copy.</p> <p>Permanent. Cut off annually. Transfer to NARA in 5-year blocks when 15 years old.</p> <p>b. Reference copies. Includes microfilm of all opinions plus copies distributed to other bureaus or offices.</p> <p>Temporary. Destroy when no longer needed for administrative use.</p> <p><u>Litigation Files</u></p> <p>Records of actions against the Board brought in a U.S. District Court, U.S. Court of Appeals, or the U.S. Supreme Court. Included are copies of letters from the petitioner, his/her attorney and the court, copies of outgoing correspondence, the case, and the court's opinion.</p> <p>a. Petition for Review, Board's Brief, and Court's Opinion.</p> <p>Temporary. Cut off annually following close of case. Review closed files every 5 years. Destroy those litigation files no longer needed for reference.</p> <p>b. Administrative Record, including Board's copy of documents filed with the court in each case and in some</p>	<p>NC1-184-89-1, Item 9-1 <i>(Unchanged)</i></p> <p>NC1-184-89-1, Item 9-2 <i>(Unchanged)</i></p>	

instances, the court's copy of the records, which is returned by the court to the Bureau of Law after litigation.

Temporary. Cut off annually following close of case. Destroy 5 years after related case is closed.

7. **Railroad Employer Coverage Files**

Records include correspondences, memoranda, requests for coverage ruling, copy of the authority of the Interstate Commerce Commission, legal opinions, Requests for Employer Status, Forms G-215, and related materials concerning railroads or other companies on which a legal determination has been made on coverage under the RRA and/or the RUIA.

Temporary. Destroy 10 years after termination of coverage. Review files every 3 years for coverage terminations.

8. **Railroad Legislation**

Records contain bills and proposed legislation to amend acts administered by the Board, as well as acts administered by other agencies with which the Board coordinates information. Included are draft reports and correspondence between the Board, Congress, and the Office of Management and Budget.

a. Record file in the Bureau of Law, excluding copies of bills and acts.

Permanent. Hold for 15 years after end of Congressional session in which originated. Transfer to NARA in 5-year blocks when 15 years old.

b. All other copies.

Temporary. Destroy when no longer needed for administrative use.

9. **Merit System Protection Board Appeal Case Files**

Official case files of appeals to the Merit System Protection Board, including witness's statements, briefs, notices, the appeal file, a copy of the MSPB Decision, and all other related correspondence.

a. Cases not appealed to full MSPB.

NC1-184-89-1,
Item 9-3
(Unchanged)

NC1-184-89-1,
Item 9-4
(Unchanged)

NC1-184-89-1,
Item 9-5
(Unchanged)

<p>40.</p>	<p>Temporary. Destroy 6 months after issuance of initial MSPB decision. (5CFR1201.113).</p> <p>b. Cases appealed to the full MSPB, with no following petition for judicial review.</p> <p>Temporary. Destroy 6 months after issuance of final MSPB decision.</p> <p>c. Cases appealed to the U.S. Court of Appeals or appropriate U.S. District Court.</p> <p>Temporary. Dispose of in accordance with the appropriate disposition instructions in Item 6.</p> <p><u>Information Requests Files</u></p> <p>Requests for general information, arranged chronologically, concerning RRB Benefit claimants. Includes incoming correspondence and bureau response where no RRB claim exists. Includes bureau response only, if claim file does exist (incoming correspondence and <u>copy</u> of bureau response are filed with benefits claim file).</p> <p>Temporary. Destroy 2 years from date of latest correspondence related to the request.</p>	<p>NC1-184-89-1, Item 9-7 <i>(Unchanged)</i></p>	
<p>11.</p>	<p><u>Reading File</u></p> <p>Records include copies of all outgoing memoranda and correspondence (other than informal notes) sent from the Office of General Counsel to other offices in the RRB and individual correspondents.</p> <p>Temporary. Cut off annually. Destroy 5 years after cut off.</p>	<p>New Item</p>	
<p>12.</p>	<p><u>Subject Matter Files</u></p> <p>Reference copies of legal opinions and other legal advice, statutes, and other background materials accumulated for staff use. Files organized alphabetically by subject.</p> <p>Temporary. Destroy when superseded, obsolete, or no longer needed for reference.</p>	<p>New Item</p>	

<p>13.</p>	<p><u>Index Card Files to Legal Opinions</u></p> <p>These are four subseries.</p> <p>a. Records include summaries of and citations to legal opinions dated 1982 and later, which have been assigned an L number. Files organized alphabetically by subject.</p> <p>Permanent. Transfer along with Digest of Legal Opinions, Item 5.</p>	<p>New Item</p>	
<p>14.</p>	<p>b. Records include summaries of and citations to legal opinions prior to 1982, which have been assigned an L number. Files organized alphabetically by subject.</p> <p>Permanent. Transfer along with Digest of Legal Opinions, Item 5.</p>		
<p>15.</p>	<p>c. Records include citations to subject matter files by subject and/or correspondent, and date. Files organized alphabetically by name or subject.</p> <p>Permanent. Transfer along with Digest of Legal Opinions, Item 5.</p>		
<p>16.</p>	<p>d. Records include summaries of and citations to legal opinions to 1997. Files organized by legal opinion number.</p> <p>Permanent. Transfer with Digest of Legal Opinions, Item 5.</p>		
<p>44.</p>	<p><u>Ethics Program Implementation, Interpretation, Counseling, and Development Files.</u></p> <p>Records maintained by ethics program offices relating to the development, review, implementation, and interpretation of proposed or established executive branch standards of ethical conduct and other ethics regulations, conflict of interest and other ethics related statutes and Executive Orders; and any agency supplemental standard of ethical conduct and other agency ethics-related regulations and directives, including the following:</p> <ul style="list-style-type: none"> - Records documenting the review of proposed or established ethics-related statutes and regulations by ethics program officials, including copies of proposed legislation, comments, and all related records. - Determinations, including advice and counseling to individual employees, and supporting records. - Records relating to requests under agency supplemental standards of ethical conduct for prior approval of outside employment and activities. 	<p>GRS 25-1</p>	

a. Records such as determinations regarding attendance at widely-attended gatherings which appropriate agency ethics officials determine are related to the routine, non-precedential application of settled legal standards to common factual situations and are not interpretations of the conflict of interest statutes, 18 U.S.C. " 202-209, and other ethics statutes the violation of which may result in criminal penalties or civil fines.

Temporary. Destroy when 3 years old or when superseded or obsolete, whichever is later.

b. All other records.

Temporary. Destroy when 6 years old or when superseded or obsolete, whichever is later.

45.

Financial Disclosure Reporting Files.

Financial disclosure reports submitted by individuals as required or authorized under the Ethics in Government Act of 1978 (Pub. L. 95-521), as amended, and related records, including records of late filing fee payments or requests for OGE public reporting waivers of late filing fees and responses; comment sheets by report reviewers and filer responses; filing extension requests and determination; and copies of applications for public release of financial disclosure report.

GRS 25-2

a. Executive Branch Personnel Public Financial Disclosure Reports (SF 278) and related records.

- (1) SF 278 reports for individuals filing in accordance with section 101(b) or (c) of the Act, and not subsequently confirmed by the U.S. Senate or elected.

Temporary. Destroy 1 year after nominee or candidate ceases to be under consideration for the position; EXCEPT that documents needed in an ongoing investigation will be retained until no longer needed in the investigation.

- (2) All other SF 278s.

Temporary. Destroy when 6 years old; EXCEPT that documents needed in an ongoing investigation will be retained until no longer needed in the investigation.

b. Executive Branch Confidential Financial Disclosure Reports (OGE Form 450) and Confidential Certificates of No New Interests (OGE Optional Form 450_A) and related records.

- (1) OGE Form 450s for individuals not subsequently confirmed by the U.S. Senate.

Temporary. Destroy 1 year after nominee ceases to be under consideration for the position; EXCEPT that documents needed in an ongoing investigation will be retained until no longer in the investigation.

- (2) All other OGE Form 450s and OGE Optional Form 450 as.

Temporary. Destroy when 6 years old; EXCEPT that documents needed in an ongoing investigation will be retained until no longer needed in the investigation.

c. Alternative or additional financial disclosure reports and related records.

- (1) Reports for individuals not subsequently confirmed by the U.S. Senate.

Temporary. Destroy 1 year after nominee ceases to be under consideration for the position; EXCEPT that documents needed in an ongoing investigation will be retained until no longer needed in the investigation.

- (2) All other alternative or additional financial disclosure reports.

Temporary. Destroy when 6 years old; EXCEPT that documents needed in an ongoing investigation will be retained until no longer needed in the investigation.

46:

Ethics Agreement Records.

Records documenting the review and issuance of ethics agreements used to remedy the appearance of potential or actual financial conflicts of interest, including the following:

- Records relating to the review and issuance of recusals (disqualifications), resignations, reassignments, and divestitures.
- Records relating to determinations, authorizations, and waiver under 5 C.F.R. §§ 2635.502 and 2635.503.
- Records relating to the review and issuance of waivers of disqualification under 18 U.S.C. § 208 (b)(1) and (b)(3).

Temporary. Destroy 6 years after the waiver has been issued or is no longer in effect.

GRS 25-3

<p>17.</p>	<p><u>Referrals and Notifications of Violations of Criminal Conflict of Interest Statutes and Other Potential Violations Files.</u></p> <p>Referrals made to Inspectors General or the Department of Justice and notifications to OGE concerning ethics violations or suspected violations. This item also covers related background materials, including copies of disciplinary and corrective actions and disposition documents such as declinations of prosecution.</p> <p>Temporary. Destroy when 6 years old.</p>	<p>GRS 25-4</p>	
<p>18.</p>	<p><u>Non-Federally Funded Travel Files.</u></p> <p>a. Agency copies of Semiannual Expense Reports for Non-Federally Funded Travel submitted by all Executive Branch agencies to the Office of Government Ethics in accordance with guidance given at 31 U.S.C. § 1353, as implemented by 41 C.F.R. part 304-1, or through the use of standard Form (SF) 326 and 326A. Reports summarize payments made to the agency from non-Federal sources for travel, subsistence, and related expenses of an employee who attends a meeting or similar function relating to official duties.</p> <p>Temporary. Destroy when 3 years old.</p> <p>b. Statements, forms, and other records used to compile Semiannual Expense Reports for Non-Federally Funded Travel.</p> <p>Temporary. Destroy 1 year after submission of report to the Office of Government Ethics.</p>	<p>GRS 25-5</p>	
<p>19.</p>	<p><u>Ethics Program Review Files.</u></p> <p>Reports, correspondence, and other records relating to OGE reviews of agency compliance with Executive Branch ethics laws and regulations in such areas as financial disclosure, education and training, and advice and counseling.</p> <p>a. OGE program review reports, agency 60-day response letters, and other follow-up records sent to OGE on the resolution of program deficiencies.</p> <p>Temporary. Destroy when 6 years old.</p> <p>b. All other records produced during OGE program reviews, including notes and background materials.</p> <p>Temporary. Destroy 1 year after OGE program review recommendations are closed.</p>	<p>GRS 25-6</p>	

20	<p><u>Annual Agency Ethics Program Questionnaire Files</u></p> <p>a. Questionnaire completed by ethics officials on an annual basis in compliance with Section 402(e)(1) of the Ethics in Government Act of 1978, as amended, and associated records.</p> <p>Temporary. Destroy 3 years after submission.</p> <p>b. All other records related to responses to annual agency ethics program questionnaires.</p> <p>Temporary. Destroy 1 year after submission of associated annual agency ethics program questionnaire.</p>	GRS 25-7	
24	<p><u>Ethics Program Employee Training and Education Files.</u></p> <p>a. Records relating to the administration of new employee ethics orientations, annual, and other types of ethics training and education. Records include, but are not limited to, annual plan, schedules of classes, rosters of employees required to attend, verification of training completion, and other related records.</p> <p>Temporary. Destroy when 6 years old.</p> <p>b. Record copy of materials used in providing new employee ethics orientations, annual, and other types of ethics training and education including, but not limited to, instructors' guides, handbooks, handouts, and other materials used in training classes, bulletins, and newsletters.</p> <p>Temporary. Destroy when 6 years old or when superseded or obsolete, whichever is later.</p>	GRS 25-8	
22	<p><u>Ethics Program Procedures Files.</u></p> <p>Procedures and related supporting records on the administration of ethics programs including, but not limited to, public and confidential financial disclosure reports systems, outside employment and activities approval systems, and referrals of violations of criminal conflict of interest statutes.</p> <p>Temporary. Destroy when 6 years old or when superseded or obsolete, whichever is later.</p>	GRS 25-9	

23.

FOIA Requests Files

Files created in response to requests for information under FOIA, consisting of the original request, a copy of the reply thereto, and all related supporting files which may include the official file copy of requested record or copy thereof.

GRS 14-11

a. Correspondence and supporting documents (EXCLUDING the official file copy of the records requested if filed herein).

(1) Granting access to all the requested records.

Temporary. Destroy 2 years after date of reply

(2) Responding to requests for nonexistent records; to requesters who provide inadequate descriptions; and to those who fail to pay agency reproduction fees.

(a) Request not appealed.

Temporary. Destroy 2 years after date of reply

(b) Request appealed.

Temporary. Destroy as authorized under Item 24.

(3) Denying access to all or part of the records requested.

(a) Request not appealed.

Temporary. Destroy 6 years after date of reply.

(b) Request appealed.

Temporary. Destroy as authorized under Item 24.

b. Official file copy of requested records.

Dispose of in accordance with approved agency disposition instructions for the related records or with the related FOIA request, whichever is later.

24.

FOIA Appeals Files

Files created in responding to administrative appeals under FOIA for release of information denied by the agency, consisting of the appellant's letter, a copy of the reply thereto, and related supporting documents, which may include the official file copy of records under appeal or copy thereof.

GRS 14-12

a. Correspondence and supporting documents (EXCLUDING the file copy of the records under appeal if filed herein).

<p>25.</p>	<p>Temporary. Destroy 6 years after final determination by agency, 6 years after the time at which a requester could file suit, or 3 years after final adjudication by the courts, whichever is later.</p> <p>b. Official file copy of records under appeal.</p> <p>Temporary. Dispose of in accordance with approved agency disposition instructions for the related record or with the related FOIA request, whichever is later.</p> <p><u>FOIA Control Files.</u></p> <p>Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature, and purpose of request and name and address of requester.</p> <p>a. Registers or listing.</p> <p>Temporary. Destroy 6 years after date of last entry.</p> <p>b. Other files.</p> <p>Temporary. Destroy 6 years after final action by the agency or after final adjudication by courts, whichever is later.</p>	<p>GRS 14-13</p>	
<p>26.</p>	<p><u>FOIA Administrative Files.</u></p> <p>Records relating to the general agency implementation of FOIA, including notices, memoranda, routine correspondence, and related records.</p> <p>Temporary. Destroy when 2 years old.</p>	<p>GRS 14-15</p>	
<p>27.</p>	<p><u>FOIA Reports Files</u></p> <p>Recurring reports and one-time information requirements relating to agency implementation of the Freedom of Information Act, including Annual Reports to Congress.</p> <p>a. Annual reports at the agency level.</p> <p>Permanent. Cut off annually. Transfer to NARA in 10-year blocks when 15 years old.</p> <p>b. Other Reports.</p> <p>Temporary. Cut off annually. Destroy 2 years after cut off or when no longer needed for reference, whichever is sooner.</p>	<p>NC1-184-88-1, Item 4-2 <i>(Unchanged)</i></p>	

Bureau of Hearings and Appeals		
28.	<u>Bureau of Hearing and Appeals Director's Correspondence and Administrative Files</u>	
17.	a. Program correspondence files of the Director of Hearings and Appeals relating to bureau policies, procedures, operations, and special projects. Temporary. Cut off annually. Destroy 7 years after cut off.	New Item
	b. General administrative files relating to the internal administration or housekeeping activities of the bureau. Temporary. Cut off annually. Destroy 2 years after cut off.	GRS 23-1
29.	<u>Hearings Officer Decisions</u> These decisions pertain to appeals from findings of the Office of Programs and the Bureau of Fiscal Operations. Includes cases on disability, computations, relationship of appellant, creditability of service, compensation, unemployment and sickness insurance and related matters.	NC1-184-88-1, Item 3-1
18.	a. Record copy of appeals decision maintained in Bureau of Hearings and Appeals. Temporary. Destroy when 1 year old.	
19.	b. Copy of appeals decision maintained in appellant's claim folder Retain according to the disposition of the related RRA claim folder.	
20.	c. Copy of appeal maintained in the RRA Imaging System. Retain according to the disposition of the RRA Imaging System.	
30.	<u>Appeals Decision Correspondence (Administrative Record)</u> Correspondence, reports, forms, memoranda, and other background materials relating to claimant's appeal before the Bureau of Hearings and Appeals. (Originals are maintained in appellant's claim folder or the RRA Imaging System). a. Correspondence related to Hearings Officer decisions not appealed further. Temporary. Destroy 6 months after Hearing Officer's decision.	NC1-184-88-1, Item 3-2 <i>(Unchanged)</i>

	<p>b. Correspondence related to Hearings Officer decisions appealed to Board members.</p> <p>(1) Paper records.</p> <p>Transfer with RRA claim folder to Board Members. Retain according to the disposition of the related RRA claim folder.</p> <p>(2) Imaged records.</p> <p>Retain according to the disposition of the RRA Imaging System.</p>		
<p>21.</p> <p>21.</p> <p>22.</p> <p>22.</p> <p>23.</p> <p>23.</p> <p>24.</p> <p>24.</p>	<p><u>Appeals Decision Database and Listing</u></p> <p>Tracking tools used to track Appeals for Benefits filed with the Bureau. Information maintained includes name of appellant, claim number, type of appeal, appeals referee assigned, disposition of the case, and whether claim or wavier was allowed or denied.</p> <p>a. Electronic database.</p> <p>Temporary. Review system annually. Destroy/Delete system data when no longer needed for administrative use.</p> <p>b. Reference listing of Hearings Officer decisions made each fiscal year</p> <p>Temporary. Review annually. Destroy listing when no longer needed for reference.</p> <p><u>Tape Recording of Appeals Hearings</u></p> <p>Tape recording of appeal hearings brought before the Bureau of Hearings and Appeals from other bureaus.</p> <p>a. Tape recordings of appeal hearings and no further appeal is made to the Board.</p> <p>Temporary. Destroy 1 year after Hearings Officer's decision.</p> <p>b. Tape recording of appeals which are denied, and further appeal is made to the Board</p> <p>Temporary. Transcribe tape recording. Transfer transcript to Board Secretary for final disposition. Destroy tape six months after transcription.</p>	<p>New Item</p> <p>NC1-184-88-1, Item 3-4</p>	

Secretary to the Board

33.

Board Orders

Orders constituting the official record of formal actions of the Railroad Retirement Board pertaining to regulations, administration, program direction and general policy.

Permanent. Cut off annually. Transfer to NARA with related indexes in 10-year blocks when 15 years old.

NC1-184-89-1,
Item 1-1
(Unchanged)

34.

Index to Board Orders

Name and subject index to Board Orders (Item 33) filed in the office of the Secretary to the Board.

Permanent. Cut off annually. Transfer to NARA with related indexes in 10-year blocks when 15 years old.

NC1-184-89-1,
Item 1-2
(Unchanged)

35.

Record of Proceedings

Published minutes of Board meetings and/or conferences. Includes actions taken between meetings and only part of the Board Orders.

Permanent. Cut off annually. Transfer to NARA with related indexes in 10-year blocks when 15 years old.

NC1-184-89-1
Item 1-3
(Unchanged)

36.

Correspondence Files

General administrative, correspondence, and subject files of Board Members, the Secretary to the Board, and the Director of Administration relating to organization, functional programs, policy and procedural directives, regulations, and special projects.

Permanent. Cut off annually. Transfer to NARA in 10-year blocks when 5 years old.

NC1-184-89-1,
Item 1-4
(Unchanged)

37.

Index to Correspondence Files

Subject card index to records described in item 36, filed in the office of the Secretary to the Board.

Permanent. Transfer to NARA with Correspondence Files, Item 36.

NC1-184-89-1,
Item 1-5
(Unchanged)

38.

Electronic Mail and Word Processing System Copies

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word

New
GRS 20-13, 14

	<p>processing systems that are maintained for updating, revision, or disseminating.</p> <p>a. Copies that have no further administrative value after the recordkeeping 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 or copies on shared network drives that are used only to produce the recordkeeping copy.</p> <p>Temporary. Destroy/delete within 180 days after the recordkeeping copy has been produced.</p> <p>b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.</p> <p>Temporary. Destroy/delete when dissemination, revision, or updating is completed.</p>		