

| REQUEST FOR RECORDS DISPOSITION AUTHORITY | | JOB NUMBER | |
|--|--|--|----------------------------------|
| To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001 | | Date received NI-220-02-3 12-20-02 | |
| 1. FROM (Agency or establishment) Office of Navajo and Hopi Indian Relocation | | NOTIFICATION TO AGENCY | |
| 201 Birch Street, P.O. Box KK Flagstaff, AZ 96002 | | 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 Administrative Services | | | |
| 3. MINOR SUBDIVISION | | | |
| 4. NAME OF PERSON WITH WHOM TO CONFER | 4. TELEPHONE NUMBER | DATE | ARCHIVIST OF THE UNITED STATES |
| Paul Tessler | 928-779-2721 | 9-3-02 | <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>1</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 | |
| 1/30/02 | <i>E. Savasi</i> | Executive Director | |
| 7. ITEM NO | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
| 1. 1a. | <u>Management Manual</u> Textual records that include a 7 volume set (Binders #d 1 thru 7) of procedural directives, policy statements and forms, the primary purpose of which being the establishment of uniform guidance for use by staff in accomplishing the agency's mission as promulgated by PL 93-531, and subsequent law. These manuals incorporate policy, current and superseded procedures. Procedures and Policies for individual functions of the agency are encompassed in a numbered volume, ie., Vol#2 covers intake, appeals, and case processing and Vol#5 contains the accounting procedures of the Office. Thereunder each volume is separated by section #, said section # setting forth the procedures for a specific function or activity of the department. This manual covers procedures and policies under which the ONHIR functioned during its lifetime. (includes superseded manual inserts). Disposition: Permanent. Cut-off at the closure of the ONHIR and transfer to the National Archives and Records Administration. The manuals consist of approximately 1.5 cubic feet in volume. | | |
| <i>cc: Agency, NR</i> | | | |

| 7. ITEM NO | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9. GPO OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
|------------|--|-----------------------------------|----------------------------------|
| 1b. | <p>Electronic Mail and Word Processing. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a record keeping copy of a file. In addition, the electronic copies can be maintained for the purpose of updating, revising, or disseminating information.</p> <p>Disposition:</p> <ol style="list-style-type: none"> 1. Temporary. Electronic copies that have no further administrative value after the record keeping copy is made. Delete when record keeping copy has been created. 2. Temporary. Electronic copies used for dissemination, revision, or updating that are maintained in addition to the record keeping copy. Delete when dissemination, revision, or updating is completed. | | |
| 2. | <p><u>Management Manual Working Files</u></p> | | |
| 2a. | <p>Textual files that are arranged by Management Manual section number. For example; MM#1610; MM#1410. They contain working copies, drafts, pre-decisional and research material used in formulating policy during the lifetime of the agency.</p> <p>Disposition: Temporary. Destroy/delete when no longer needed for reference.</p> | | |
| 2b. | <p>Electronic Mail and Word Processing. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a record keeping copy of a file. In addition, the electronic copies can be maintained for the purpose of updating, revising, or disseminating information.</p> <p>Disposition:</p> <ol style="list-style-type: none"> 1. Temporary. Electronic copies that have no further administrative value after the record keeping copy is made. Delete when record keeping copy has been created. 2. Temporary. Electronic copies used for dissemination, revision, or updating that are maintained in addition to the record keeping copy. Delete when dissemination, revision, or updating is completed. | | |