

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER NI-413-01-2	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 7/26/01	
1. FROM (Agency or establishment) National Credit Union 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Office of Public and Congressional Affairs			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Sharon B. Welsh	5. TELEPHONE NUMBER 703-518-6426	DATE 10-19-01	ARCHIVIST OF THE UNITED STATES J. W. Paul
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>4</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 7-26-01	SIGNATURE OF AGENCY REPRESENTATIVE Sharon B. Welsh		TITLE Records Officer
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	(SEE ATTACHED SHEETS)		
cc: Agency, NWMD, NWCS, NWCT			

## **Series 1. Congressional Testimony Files**

Testimony of Board members or designated staff before various Congressional committees concerning agency programs, policies or the credit union industry in general.

a. Record copy.

PERMANENT. Cut off at end of the particular Congress (i.e., 106<sup>th</sup>, 107<sup>th</sup>). Transfer to the National Archives 10 years later.

b. 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 other items in this schedule.

TEMPORARY. Delete/Destroy 180 days after recordkeeping copy has been produced.

## **Series 2. Photographic File (Supersedes NC1-413-76-1, item 58)**

a. Captioned black-and-white and color prints, negatives, contact sheets, and slides encompassing portraits of the chairman, members of the board, executive director, office directors, and other high-level officials of the NCUA and predecessor agencies, 1934-present.

Volume on hand: less than 1 cubic foot

Annual volume: 2.0 cubic feet

PERMANENT. Transfer all pre-1993 images to the National Archives immediately upon approval of this schedule. Thereafter, cut off files in 8-year blocks and transfer each block to the National Archives when the oldest image in the block is 12 years old. For example: cut off the 1993-2000 files at the end of the calendar year 2000 and transfer them to the National Archives in 2005, cut off the 2001-2008 files at the end of the calendar year 2008 and transfer them in 2013.

Note: Captions should record name of respective official, job title, tenure dates, and photographer. For existing photographs, images with varying levels of captioning are often interfiled with completely uncaptioned images; retrospective caption creation or enrichment by NCUA, whenever possible, is recommended.

b. Captioned black and white and color prints, negatives, contact sheets, and slides encompassing coverage of swearing-in events, confirmation hearings, press conferences, Congressional testimony, policy meetings and conferences, program launchings, official inspection and investigation trips, historic ceremonies, and other major events featuring high-level NCUA officials and predecessors; coverage of visits to NCUA headquarters by political officials, business and banking leaders, and cultural dignitaries; coverage of program implementation in the field; images produced or acquired for use in NCUA publications, exhibitions, or other media productions; images generated for fact-finding purposes, or for special studies; images documenting NCUA and credit union history, especially such processes as liquidations, chartering,

and share insurance through the decades; and coverage of other subjects bearing on the unique responsibilities of the NCUA and its predecessors, 1934-present.

Volume on hand: ca. less than 1.0 cubic foot  
Annual accumulation: ca. 4.0 cubic feet

**PERMANENT.** Transfer all pre-1993 images to the National Archives immediately upon approval of schedule. Thereafter, cut off files in 8-year blocks and transfer each block to the National Archives when the oldest image in the block is 12 years old. For example: Cut off the 1993-2000 files at the end of the calendar year 2000 and transfer to the National Archives in 2005; cut off the 2001-2008 files at the end of the calendar year 2008 and transfer to The National Archives in 2013.

**Note:** Captions should record subject, relevant personnel, identifications, date, location, and photographer. For existing photographs, images with varying levels of captioning are often interfiled with completely uncaptioned images, retrospective caption creation or enrichment by NCUA, whenever possible, is recommended.

- c. Prints, negatives, contact sheets, and slides lacking any item-level, roll-level, or assignment-level captions, or any other identification aids. 1934-present.

**TEMPORARY.** Destroy when no longer needed for agency business.

- d. Photographic assignment logs in written form and, if available, in an electronic form compatible with the specifications in 36 CFR 1228.270. Written or electronic logs should include the following: date, subject, photographer, and other relevant information for each photographic coverage.

**PERMANENT.** Transfer any pre-1993 log materials to the National Archives upon approval of this schedule. Thereafter, cut off log files in 8-year blocks and transfer blocks to the National Archives when corresponding blocks of photographs are transferred.

### **Series 3. Posters**

Posters, generated by NCUA or predecessors, relating to agency officials, objectives, operations, achievements, historical commemorations, banking and finance issues, and other mission-related subjects.

**PERMANENT.** Transfer two copies of each finished poster to the National Archives upon publication.

### **Series 4. News Releases**

- a. Record copies of official NCUA news releases and other prepared statements or announcements issued for distribution to the news media. The records cover topics such as significant agency events, programs, policies and changes in high-level personnel.

PERMANENT. Cut off annually. Transfer to the National Archives when 10 years old.

- b. 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 other items in this schedule.

TEMPORARY. Delete/Destroy 180 days after recordkeeping copy has been produced.

#### **Series 5. Biographical Files**

- a. Files containing biographical information on high-level agency officials, including NCUA board members and chairman as well as the Executive Director. Includes curriculum vitae, notification of appointment, dates of service, et cetera.

PERMANENT. Transfer to the National Archives 10 years after termination of appointment.

- b. 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 other items in this schedule.

TEMPORARY. Delete/Destroy 180 days after recordkeeping copy has been produced.

#### **Series 6. Publications (Supersedes NC1-413-76-1, item 22a)**

Printed or duplicated informational material that is distributed within the agency, to other agencies and departments, as well as to the general public. NCUA publications such as the annual report, booklets, pamphlets, handbooks, public information leaflets and guides, ~~telephone books~~, *NCUA NEWS*, or other publications prepared by NCUA, agency contractors or grantees.

- a. Record Copy

PERMANENT. Transfer to the National Archives when 10 years old.

- b. Duplicate copies or reference material received from outside the agency

TEMPORARY. Destroy when superseded, obsolete, or when no longer needed.

- c. Agency telephone directories.

TEMPORARY. Destroy when superseded or obsolete.

- d. 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 other items in this schedule.

TEMPORARY. Delete/Destroy 180 days after recordkeeping copy has been produced.

## **Series 7. Publication Planning Files**

- a. Editorial material relating to the publication of a manuscript, including drafts, galley and page proofs, and similar material.

TEMPORARY. Destroy upon issuance of related publication.

- b. 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 other items in this schedule.

TEMPORARY. Delete/Destroy 180 days after recordkeeping copy has been produced.