REQUEST FOR RECORDS DISPOSITION AUTHORITY

To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001

1. FROM (Agency or establishment)
   National Credit Union Administration

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
   Sharon B. Welsh

5. TELEPHONE NUMBER
   703-518-6426

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 2 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,

   ☑ is not required     ☐ is attached; or     ☐ has been requested.

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN
    (NARA USE ONLY)

GENERAL RECORDS

   (Supersedes NC1-413-76-1, item 1)

   Official case files for internal agency directives and operating manuals prescribing policies, organization, or procedures, or providing information essential to the administration or operation of the agency. Includes a printed copy of the directive signed by the Executive Director or Regional Director, record of clearances and approvals, and significant background documents.

   a. Headquarters.

      1. Record Copy.

      □ Place in inactive file
      □ Permanent. Transfer to the National Archives when 5 years after directive is superseded or canceled.
      □ Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of other items in this schedule.

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

   cc: Agency PR NUM PHWET

STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA 36 CFR 1228

115-109 PREVIOUS EDITION NOT USABLE
b. Regional Offices.

1. Record copy.

1. Record copy.

PERMANENT. Transfer to the National Archives 5 years after directive is superseded or canceled.

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

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

2. Subject Files. (Supersedes NC1-413-76-1, item 6)

Various offices subject files, arranged alphabetically and covering a variety of topics. Contains copies of correspondence, articles, other documents, and printed material used for reference purposes. This item does not apply to Subject Files accumulated within the Office of the Board.

a. Record copy.

TEMPORARY. Cut off annually. Destroy when 7 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 other items in this schedule.

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

3. Chronological (Reading) Files.

Copies of outgoing correspondence created at various offices within the agency. This item does not apply to Chronological or Reading Files created with the Office of the Board.

a. Record Copy.

TEMPORARY. Cut off annually. Destroy when 3 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 other items in this schedule.

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

4. Individual Working Files. (Supersedes NC1-413-76-1, item 7)

Reference documents compiled and used by the staff as aids in completing such records as reports, cases, studies, or projects.

a. Record copy.
b. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of other items in this schedule.

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