

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-413-02-1	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 11-8-01	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Sharon B. Welsh	5. TELEPHONE NUMBER 703-518-6426	DATE 3-8-02	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 <u>2</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 6-11-01	SIGNATURE OF AGENCY REPRESENTATIVE <i>Sharon B. Welsh</i>		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 GRS OR SUPERSEDED JOB CITATION	10.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)
1.	<p align="center">GENERAL RECORDS</p> <p>Agency Directives and Operating Manual Case Files. (Supersedes NC1-413-76-1, item 1)</p> <p>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.</p> <p>a. Headquarters.</p> <p>1. Record Copy. <i>PLACE IN INACTIVE FILE</i> PERMANENT. Transfer to the National Archives <i>WHEN 5 years after directive is superseded or canceled. TRANSFER TO NARA 5 YEARS LATER.</i></p> <p>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.</p> <p>TEMPORARY. Destroy/Delete 180 days after recordkeeping copy has been produced.</p> <p><i>cc: Agency, NR, NWMD, NWET</i></p>		

b. Regional Offices.

1. Record copy.

PERMANENT. *PLACE IN INACTIVE FILE WHEN*
~~Transfer to the National Archives 5 years after~~ directive is superseded
or canceled. *TRANSFER TO NARA 5 YEARS LATER.*

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.

TEMPORARY. Destroy after 3 years.

- 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.