

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-424-05-1</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>1/13/05</i>	
1. FROM (Agency or establishment) U. S. Consumer Product Safety Commission Washington, D.C. 20207		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Ms. Cheryl John	5. TELEPHONE NUMBER 301-504-6917	DATE <i>12/7/05</i>	ARCHIVIST OF THE UNITED STATES <i>Allen Weinstein</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 _____ 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 <i>1/6/05</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>John DeJonghe</i>		TITLE <i>Records Officer</i>
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	Citation, Injunction, Seizure, Criminal, Prosecution And Consent Negotiation and Order Files. (Amendment to Item 41) Reports, correspondence, recommendations, notes, records and all related documents pertaining to the subject legal actions and to permanent abeyance actions, excluding Section 15 Case files and Regulated Products files. a. Office of Record: PERMANENT . Cut off file at end of calendar year. Transfer to Washington National Records Center 1 year after cut off. Transfer to National Archives in 5-year blocks 10 years after cut off (e.g., transfer 1991-95 block in 2006). b. Other offices: TEMPORARY . Destroy 3 years after the end of calendar year or sooner when no longer needed.	NI-424-96-1 <i>NI-424-92-1</i> <i>Item 41</i>	

82 12/14/05 copies sent to Agency, NARA, NRM, NRC, NR, NUCTC

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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)
2.	<p>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 processing systems that are maintained for updating, revision, or dissemination includes sample correspondence templates, mailing lists, labels and other items related to correspondence and production of program materials; forms and other publications.</p> <p>TEMPORARY. [REDACTED]</p> <p>a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal file, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.</p> <p>Destroy/delete within 180 days after the recordkeeping copy has been produced.</p> <p>b. Copies used for dissemination, revision, updating that are maintained in addition to the recordkeeping copy.</p> <p>Destroy/delete when dissemination, revision, or updating is completed.</p> <p>c. Copies used for reference and development of agency history.</p> <p>Destroy/delete when no longer needed for reference.</p>		