

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

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JOB #

N1-431-90-2

TO: **GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

DATE RECEIVED

12-08-89

1. FROM (Agency or establishment)

U.S. Nuclear Regulatory Commission

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION

Office of Information and Resources Management

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

John Harris

5. TELEPHONE, EXT.

492-4248

DATE

4-5-90

ARCHIVIST OF THE UNITED STATES

WITHDRAWN

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A GAO concurrence: is attached; or is unnecessary

B. DATE

12/1/89

C. SIGNATURE OF AGENCY REPRESENTATIVE

Brenda Jo. Shelton
Brenda Jo. Shelton

D. TITLE

NRC Records Officer

7. ITEM NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARS USE ONLY)

1.

Voice Mailboxes

Telephone voice mail system recordings of messages left for employees in their absence. The messages can be erased, saved for future reference or transferred to another employee.

a. Routine recordings typical to telephonic communications that require no documentation.

Authorized Disposition:

Erase message after receiving the recorded information, or when no longer needed for reference.

b. Recordings containing significant information that

WITHDRAWN

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10. ACTION TAKEN (NARS USE ONLY)

-2-

must be committed to writing and placed in the appropriate file to ensure the adequate documentation and the full understanding of the official records.

Authorized Disposition:

Document the recorded information in a memo to file and forward to the appropriate official file station. Erase message after information is documented.