

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		DO NOT WRITE IN THESE SPACES (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-478-00-1	
1. FROM (Agency or establishment) U.S. Office of Personnel Management		DATE RECEIVED 6/29/00	
2. MAJOR SUBDIVISION Office of the Chief Information Officer GENERAL COUNSEL		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION		DATE 4-17-01	
4. NAME OF PERSON WITH WHOM TO CONFER Michele J. Minogue	5. TELEPHONE (202) 606-2214	ARCHIVIST OF THE UNITED STATES John W. Carl	
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 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, 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 6/15/2000	SIGNATURE OF AGENCY REPRESENTATIVE Michele J. Minogue	TITLE OPM 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 GRS OR SUPERSEDED JOB CITATION	10.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.		

Agency, NARA, NIA, NID, NIS, NIT, NIV, NIX, NIW, NIZ, NIZ, NIZ

SUPERSEDED
JOB CITATION

Title and Description of Records

Disposition

Legal Advisory Files

a. Correspondence concerning the agency's primary mission, showing legal opinions/legal advisory concerned with interpretations of statutes, laws, regulations, investigations, and similar information. Arranged alphabetically by subject matter. Subjects over a broad range. Includes some miscellaneous correspondence to members of Congress regarding their constituents. Some contain legislative histories.

Permanent. Break files annually. Transfer to records center when 5 years old in 5-year blocks. Transfer records to NARA for permanent retention 20 years after break.

NI-478-97-1
ITEM 1C

b. 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 this item. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

(1) Copies of records covered that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, 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.

Destroy/delete within 180 days after the recordkeeping copy has been produced.

(2) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Destroy/delete when dissemination, revision, or updating is completed.