

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>N9-478-02-1</i>	
TO NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>7/22/02</i>	
1 FROM (Agency or establishment) Office of Personnel Management		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Office of the Chief Information Officer		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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			
4 NAME OF PERSON WITH WHOM TO CONFER Kyna Fernandez	4 TELEPHONE NUMBER (202) 606-4070	DATE <i>10-15-02</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>
5 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, <p style="text-align: center;"> <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested </p>			
DATE <i>6-27-02</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Nancy Loddin Miller</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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
25	AMS 44-3 Section Administrative Management 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 word processing systems that are maintained for updating, revision, or dissemination. Copies of Annual Report submissions in originating offices a. 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 disc or network drivers that are used only to produce the recordkeeping copy <u>Disposition</u> Destroy/delete within 180 days after the recordkeeping copy has been produced		

cc Agency

b Copies used for dissemination, revision, or updating that maintained in addition to the recordkeeping copy

Disposition

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