Schedule Number: N9-478-02-003

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Records schedules starting with the number N9 were created in response to NARA Bulletins 99-04 and 2000-02. The N9 records schedules created from 1999-2002 allowed agencies to create bulk updates to previously approved schedules to cover copies of records in word processing and email formats. Word processing and email formats are now scheduled in the General Record Schedules, superseding all N9 records schedules approved by NARA. See GRS 5.1 Item 020 Non-record keeping copies of electronic records (DAA-GRS-2016-0016-0002).
REQUEST FOR RECORDS DISPOSAL AUTHORITY

To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION
    8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001

1 FROM (Agency or establishment)
   Office of Personnel Management

2 MAJOR SUBDIVISION
   Office of the Chief Information Officer

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER
   Kyna Fernandez

5 TELEPHONE NUMBER
   (202) 606-4070

6 DATE
   10-15-02

7 ITEM NO 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION
   AMS 44-3 Section - Appeals

   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

   Disposition

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

JOB NUM R

1V9-478-02-3

Date received
7/22/02

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approved" or "withdrawn" in column 10.

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 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,

☐ is not required
☐ is attached, or
☐ has been requested

DATE
6-27-02

SIGNATURE OF AGENCY REPRESENTATIVE
Nancy Bodden Miller

TITLE
Records Officer

STANDARD FORM 115 (REV 3-91)
Prescribed by NARA 36 CFR 1228
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