INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N9-478-02-009

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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).

Date Reported: 09/16/2014

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE
REQUEST FOR RECORDS DISPOSITION AUTHORITY

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

FROM (Agency or establishment)
Office of Personnel Management

MAJOR SUBDIVISION
Office of the Chief Information Officer

MINOR SUBDIVISION

NAME OF PERSON WITH WHOM TO CONFER
Kyna Fernandez

TELEPHONE NUMBER
(202) 606-4070

DATE
11-25-02

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request, including amendments, is approved except for items that may be marked “disposition not approved” or “withdrawn” in column 10.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 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,

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

SIGNATURE OF AGENCY REPRESENTATIVE
Nancy Goddard Miller
TITLE
Records Officer

ITEM NO
8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

AMS 44-3 Section - Employee Relations and Services

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 drives that are used only to produce the recordkeeping copy.

Disposition

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

STANDARD FORM 115 (REV 3-91)
Prepared by NARA 36 CFR 122B

PREVIOUS EDITION NOT USABLE

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

**Disposition**

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