INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N9-478-02-017

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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
**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

<table>
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<th>ITEM NO</th>
<th>DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</th>
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<td>8</td>
<td><strong>AMS 44-3 Section - Medical</strong></td>
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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.

- 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.
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