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7 8 Description of item and Proposed Disposition 9 GRS or Jumber 10 Action 00ES-2 Secretary's Memoranda and Directives Signed by the Secretary NC1-16-84- 1, Item 3010-1b 00ES-2 Secretary's Memoranda and Directives NC1-16-84- 1, Item 3010-1b Record Type: Permanent Item Management Disposition: Filed numerically and chronologically by year. Return Electronic: Transfer electronic records to NARA every 5 years Maintain separate electronic copy in OES for reference at least 20 years and destroy when no longer needed. 2 Paper: Thanefer paper records to the Washington National Records Center (WNRC) 5 years after closure. Transfer paper records to WARA will Disposition Lee attacked disposition As prior year and current records are scanned into a records management application, the paper may be destroyed when quality control is completed. See attacked Sheet. (Approved by R/0 win ge-muel dated.	Guid x gnature	ance of Federal Agencies: is not required is attac	ched has bee	en requested		
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N1-016-08-1 REQUEST FOR RECORDS DISPOSITION AUTHORITY – Continuation Page 2 of 2

OOES-2 Secretary's Memoranda and Directives Signed by the Secretary

Filed numerically and chronologically by year.

Item 1, Electronic

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DISPOSITION: **Permanent.** Cut off records at the end of calendar year. Retire electronic records to NARA every 5 years after cut off. Maintain separate electronic copy in OES for reference at least 20 years and destroy when no longer needed.

Item 2, Paper

DISPOSITION: **Permanent.** Cut off records at end of calendar year. Retire paper records to the Washington National Records Center (WNRC) 5 years after cut off. Transfer to NARA when 20 years old.