

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER: <i>NI-370-00-5</i>	DATE RECEIVED <i>8/7/2000</i>
1 FROM (Agency or establishment) National Oceanic and Atmospheric Administration		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION National Ocean Service		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 National Geodetic Survey		DATE <i>4-18-02</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>
4 NAME OF PERSON WITH WHOM TO CONFER Annie Baker	5 TELEPHONE (301) 713 - 3540		

6 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 7 page(s) are not now needed 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 <i>8-4-00</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Annie Baker</i>	TITLE Records Management Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Chapter 1602 See attached		

cc Agency, NWMD, NWME, NWMU, NR

**NOAA Records Disposition Schedule
National Ocean Service (NOS)
National Geodetic Survey (NGS)**

December 14, 2001

These records cover the establishment, improvement, and maintenance of the basic National Geodetic Reference System. Includes records from field surveys that precisely determine control points by horizontal, vertical, gravimetric, astronomic, and satellite geodetic methods. The records also cover the operation of field parties and cooperative surveying programs with state and local agencies. The information in brackets is for National Geodetic Survey (NGS) filing only.

1602-01 Horizontal Observation and Computation Files (Supersedes 1602-01, 1602-02, 1602-04, 1602-05, 1602-06, 1602-07, and 1602-44)

Basic field observations, field computations, and descriptions of the stations obtained during horizontal control surveys, such as triangulation, traverse, and electronic distance measuring. Also includes Adjusted Horizontal Control Computations. [The records may be arranged by geographic area, and thereunder by job or internal accession number. NGS class GTZ cahiers. Records created before 1978 may be arranged by specific type of observation and format, and thereunder by state and accession number.]

Authorized Disposition:

Paper: Cut off when data are approved, then retire to a records storage facility. Retain until data are captured in the NGS Integrated Database (1602-22) and verified, then destroy when no longer needed for verification or reference.

1602-02 Mark Maintenance Control Survey Files (New Item)

Basic field observations and computations made by mark maintenance parties for horizontal and/or vertical control at geodetic reference points. [The files may be arranged by geographic area, and thereunder by internal accession number.]

Authorized Disposition:

Paper. Cut off when project is completed, then retire to a records storage facility. Destroy 30 years after cut off.

1602-03 Survey Mark Files (Supersedes 1602-03, 1602-43)

Documents the condition of the mark and also the descriptions and directions for locating control points used in various types of field surveys and information on recovery of the points. Includes, but is not limited to, field reports and correspondence, master copies and cards for horizontal and vertical control, and

history cards.

Authorized Disposition:

Paper Cut off when project is completed, then retire to a records storage facility. Retain until data are captured in the NGS Integrated Database (1602-22) and verified, then destroy when no longer needed for reference.

1602-04 Horizontal Control Data Files (Supersedes 1602-38)

Covers sets of horizontal geodetic data and related indexes. Information may include geographic positions, state plane coordinates azimuth, station descriptions, and recovery notes for each station. These published data are the end result of the basic observation and computation records. [Copies are issued for use by other agencies and the public.]

Authorized Disposition:

- A. Geographic Positions; record copy of each issuance.
Paper: Cut off when project is completed, then retire to a records storage facility Retain until data are captured in the NGS Integrated Database (1602-22) and verified, then destroy when no longer needed for verification or reference.
- B. History File. A set of the geographic positions and index cards, arranged by state, annotated with revisions over time to each page.
Paper: Destroy when no longer needed for reference.
- C. Plane Coordinates of Triangulation Stations. The record copy of each issuance listing the "x" and "y" coordinates for each station, which may also include the azimuth.
Paper. Cut off when project is completed, then retire to a records storage facility Retain until data are captured in the NGS Integrated Database (1602-22) and verified, then destroy when no longer needed for verification or reference.
- D. Manual Data Publication Files. Record copies of horizontal data sheets (14 x 17") showing all position data and descriptive information for each station.
[Arrangement is geographical, by quadrangle]
Paper: Cut off when project is completed, then retire to a records storage facility. Retain until data are captured in the NGS Integrated Database (1602-22) and verified, then destroy when no longer needed for verification or reference.

1602-05 Vertical (Leveling) Observation and Computation Files (Supersedes 1602-07, 1602-08, 1602-09, 1602-10, 1602-39, 1602-40, and 1602-42)

Basic field observations, field and office computations, and descriptions of marks

recovered or established during vertical control (leveling) surveys. Abstracted leveling data, including office computations, used in determining adjusted elevations of the point observed, and adjusted elevations in line order. The records may be arranged by geographic accession number. Also includes Leveling Adjustment Files. [NGS classification "HGZ" cahiers. Records created before 1978 may be arranged by specific type of observation or format, and thereunder by state and accession number. Also includes the older separate records for "HG", "HA", and "HGZ"]

Authorized Disposition:

Paper: Cut off when data are approved, then retire to a records storage facility. Retain until data are captured in the NGS Integrated Database (1602-22) and verified, then destroy when no longer needed for verification or reference.

1602-06 Elevation Summary Files (Supersedes 1602-41)

Record copies of summary lists showing adjusted elevations for points throughout the country.

Authorized Disposition:

Destroy when 100 years old or no longer needed, whichever is later.

1602-07 Geodetic Astronomy Observation and Computation Files (Supersedes 1602-11, 1602-12, 1602-14, 1602-15, 1602-16, 1602-17, 1602-18, 1602-19, 1602-20)

Basic field observations, field and office computations, and office adjustments made to determine the azimuth, latitude, and longitude of control points. These records relate to optical observations of stars, and include chronometric data, selected instrument calibration data, and station descriptions. The records may be arranged by geographic area and thereunder by job or internal accession number (e.g., NGS class A). Records created before 1978 may be arranged by specific type of observation or format, and thereunder by state and internal accession number (e.g., classifications AA, AAZ, AL, ALO, ALOZ, ALZ, AT, AX).

Authorized Disposition:

Permanent. Cut off annually, then retire to a records storage facility. Transfer to NARA 30 years after cutoff.

1602-08 Astronomy, Abstracts of Results Files (Superseded 1602-13)

A summary file giving the position and abstracted data on the latitude, longitude, and azimuth of each astronomic station.

Authorized Disposition:

Permanent. Cut off annually, then retire to a records storage facility. Transfer to NARA 30 years after cutoff.

1602-09 Gravity Observation and Computation Files (Supersedes 1602-21, 1602-22, 1602-23, 1602-24, 1602-25, 1602-26, 1602-27, 1602-28, 1602-29, 1602-30, 1602-31, 1602-32, 1602-33, 1602-35, 1602-36, and 1602-37)

Basic observations and computations obtained from gravity surveys. Includes recordings from absolute and relative gravity meters and stations, including comparative data and the anomalies. [NGS classification PG.]

Authorized Disposition:

Paper: Cut off when data are approved, then retire to a records storage facility. Retain until data are captured in the NGS Integrated Database (1602-22) and verified, then destroy when no longer needed for verification or reference.

1602-10 Gravity, Abstracts of Results Files (Supersedes 1602-34)

A file giving summarized data on gravity stations, the gravity forces and subsequent reoccupation of stations.

Authorized Disposition:

Paper: Destroy when 100 years old or when no longer needed, whichever is later.

1602-11 Doppler Satellite Observation Files (Supersedes 1602-45)

Observations and related information for determining point positions (geodetic, geocentric, and relative) from satellite Doppler surveys. Includes station information field related records on station occupation, i.e., site description, observations logs, field reports, etc. [NGS classification DS cahier.]

Authorized Disposition:

Paper: Cut off when data are approved, then retire to a records storage facility. Retain until data are captured in the NGS Integrated Database (1602-22) and verified, then destroy when no longer needed for verification or reference.

1602-12 Global Positioning System Observation Files (New Item)

Observations and related information for determining positions (geodetic, geocentric, and relative), inter-site vectors, GPS cahiers, ephemerides, etc., from Global Positioning System surveys.

Authorized Disposition:

A. Global Positioning Surveys (ASCII text) Field related records on station occupation, e.g , site description, observation logs, field reports, etc.

Paper, Electronic: Cut off when data are approved, then retire to a records storage facility. Retain until data are captured in the NGS Integrated Database (1602-22) and verified, then destroy or delete when no longer needed for verification or reference.

- B. Raw observations on digital media.
Binary data: Retain online for 5 days, then delete after successfully converting to ASCII format.
- C. GPS Observations including point position and/or relative positions, GPS ephemerides, inter-site vectors, etc.
Electronic: Retain online for two years, then transfer ASCII data to CD-ROM. Transfer data files and associated documentation to NOAA's National Geophysical Data Center (NGDC) when 5 years old

1602-13 Index of Geodetic Surveys (Accession Registers) (New Item)
Registers of incoming geodetic survey records. Each entry gives the geographic number, internal accession number, series, date made location of work, and other pertinent information on each record.

Authorized Disposition:

Paper: Permanent. Cut off when project is completed. Transfer to NARA 30 years after cut off with related projects.

1602-14 Project/Progress Sketches (New Item)
Maps depicting the extent and coverage of a geodetic survey project. Filed by sketch or project number.

Authorized Disposition:

- A. Paper/linen/mylar (microfilmed): Permanent. Transfer to NARA after completion of microfilm quality review
- B. Paper/linen/mylar (not microfilmed): Paper: Permanent. Cut off when project is completed, then retire to a records storage facility. Transfer to NARA 30 years after cut off.
- C. Microfilm (working copy). Destroy when no longer needed for future projects.
- D. Electronic Files (CADD): Delete after recordkeeping copy is produced and filed with the corresponding Project Report (1602-15).

1602-15 Project Reports (New Item)
Narrative reports on geodetic field projects.

Authorized Disposition:

Paper: Permanent. Cut off when project is completed, then retire to a records storage facility. Transfer to NARA 30 years after cut off.

1602-16 Field Party Management (New Item)
Documents relating to the management of geodetic field parties and other field units. Documents on the administrative management of the party or unit. Contains routine correspondence and other documents on housekeeping matters

such as finance personnel, supply, and mail. May include duplicates or other records kept for administrative purposes

Authorized Disposition:

Paper: Cut off annually. Destroy 5 years after cut off.

1602-17 Mark Maintenance Operations Files (New Item)

Documents pertaining to recovering, relocating, or resetting survey marks. Programmatic information is filed in 1602-02.

Authorized Disposition:

Paper: Cut off annually. Destroy 5 years after cut off.

1602-18 Geodetic Instrument Development and Acquisition Files (New Item)

Documents pertaining to the development and acquisition of geodetic instruments or equipment systems. Includes plans, design studies, standards, specifications, and tests.

Authorized Disposition:

Paper: Cut off annually. Destroy 15 years after cut off or when no longer needed, whichever is later.

1602-19 Geodetic Instrument Calibration Data (New Item)

File containing calibration parameters of instruments that have been checked by the NGS equipment laboratory.

Authorized Disposition:

Paper: Cut off when equipment is obsolete. Destroy 10 years after cut off.

1602-20 Distance Measuring Instrument History Files (New Item)

Selected data on the calibrations and characteristics of distance measuring equipment actually used in geodetic control surveys. These files are used for reference when questions arise on the accuracy of specific surveys.

Authorized Disposition:

Paper: Cut off when equipment is obsolete. Destroy 10 years after cut off.

1602-21 Survey Project Management Files (Supersedes 1602-46)

Documents pertaining to the management of reimbursable and non-reimbursable surveying project conducted with/for federal agencies, state or local governments, and private institutions

Authorized Disposition:

Paper: Cut off when project is completed Destroy 100 years after cut off or

when no longer needed, whichever is later.

Systems Development Division

National Geodetic Survey (NGS) is committed to meeting the current and anticipated positioning needs of the American public by developing the National Spatial Reference System (NSRS). NSRS provides the reference base for position, height, distance, direction, and gravity values, and how these values change with time. This information is essential for ensuring the reliability of transportation, communication, and defense systems, land records, mapping and charting, public utilities, coastal zone management, natural resource mapping, and a multitude of scientific and engineering applications.

1602-22 NGS Integrated Data Base (NGSIDB) (New Item)

The purpose of this system is to store geodetic data relating to the National Spatial Reference System. These data are used for retrievals of observations for new adjustments and of descriptions of geodetic points. The data within this system include field geodetic observations and results of adjustments of those observations, as well as descriptive data for each geodetic point.

Authorized Disposition:

- A. *Information within system (textual data)*: Permanent. Cut off annually. Transfer ASCII flat file data to NARA after cut off in accordance with 36 CFR 1228.270
- B. *Information within system (image files)*: Delete when superseded or when no longer needed for reference, whichever is later.
- C. *System documentation*: Permanent. Transfer to NARA with associated data files described in 1602-22(A).
- D. *System inputs* (Horizontal Observations and Field Computation Files; Vertical (Leveling) Observation and Computation Files; Global Position System (GPS) Observation Files): Follow disposition instructions for related records.
- E. *System outputs* (screen captures, printouts, publications, reports, final studies, tapes used for other electronic systems, and other online and offline files): Destroy or delete when no longer needed for distribution or reference.

1601-05 Electronic Copies

Word processing, spreadsheet, e-mail and other electronic copies used to create file copies of official records.

Authorized Disposition:

Delete when recordkeeping copy has been produced.

**NOAA
National Ocean Service (NOS)
National Geodetic Survey (NGS)
Records Disposition Schedule**

*Superseded by revised
Schedule dated 12/14/01
and approved by the
agency per e-mail
dated 12/21/01.*

These records cover the establishment, improvement, and maintenance of the basic National Geodetic Reference System. Includes records from field surveys that precisely determine control points by horizontal, vertical, gravimetric, astronomic, and satellite geodetic methods. The records also cover the operation of field parties and cooperative surveying programs with state and local agencies. The information in brackets [] is for National Geodetic Survey (NGS) filing only. NGS classifications are GA, GB, GBZ, GGZ, GH, GPZ, GPS, GTZ, HV, and HVZ.

*JNF
12/21/01*

1602-01 Horizontal Observation and Field Computations Files (Supersedes 1602-01, 1602-02, 1603-03, 1602-04, 1602-05, 1602-06, 1602-07, and 1602-44)

Basic field observations, field computations, and descriptions of the stations obtained during horizontal control surveys, such as triangulation, traverse, and electronic distance measuring. Also includes Adjusted Horizontal Control Computations. [The records may be arranged by geographic area, and thereunder by job or internal accession number. NGS class GTZ cahiers. Records created before 1978 may be arranged by specific type of observation and format, and thereunder by state and accession number.]

Authorized Disposition:

Paper: Permanent. Cut off when project is completed. Retire to a records storage facility at cut off. Transfer to NARA 30 years after cut off.

1602-02 Mark Maintenance Control Survey Files (New Item)

Basic field observations and computations made by Mark Maintenance parties for horizontal and/or vertical control at geodetic reference points. [The files may be arranged by geographic area, and thereunder by internal accession number.]

Authorized Disposition:

Paper: Permanent. Cut off when project is completed. Retire to a records storage facility at cut off. Transfer to NARA 30 years after cut off.

1602-03 Survey Mark Files (Supersedes 1602-43)

Documents the condition of the mark and also the descriptions and directions for locating control points used in various types of field surveys and information on recovery of the points. Includes, but is not limited to, Field Reports and correspondence, master copies and cards for horizontal and vertical control, and history cards.

Authorized Disposition:

Paper: Permanent. Cut off when project is completed. Retire to a records storage facility at cut off. Transfer to NARA 30 years after cut off.

1602-04 Horizontal Control Data Publication Files (Supersedes 1602-38)

Covers sets of published horizontal geodetic data and related indexes. Information may include geographic positions, state plane coordinates azimuth, station descriptions, and recovery notes for each station. This published data is the end result of the basic observation and computation records [Copies are issued for use by other agencies and the public.]

Authorized Disposition:

A. Geographic Positions; Record copy of each issuance.

Paper: Permanent. Cut off when project is completed. Retire to a records storage facility at cut off. Transfer to NARA 30 years after cut off.

B. History File. A set of the geographic positions and index cards, arranged by state, annotated with revisions over time to each page.
Destroy when no longer needed.

C. Plane Coordinates of Triangulation Stations. The record copy of each issuance listing the "x" and "y" coordinates for each station, which may also include the azimuth.

Paper: Permanent. Cut off when project is completed. Retire to a records storage facility at cut off. Transfer to NARA 30 years after cut off.

D. Manual Data Publication Files. Record copies of horizontal data Sheets (14 x 17") showing all position data and descriptive information for each station.
[Arrangement is geographical, by quadrangle.]

Paper: Permanent. Cut off when project is completed. Retire to a records storage facility at cut off. Transfer to NARA 30 years after cut off.

1602-05 Vertical (Leveling) Observation and Computations Files (Supersedes 1602-07, 1602-08, 1602-09, 1602-10, and 1602-39, and 1602-40)

Basic field observations, field and office computations, and descriptions of marks recovered or established during vertical control (leveling) surveys. Abstracted leveling data, including office computations, used in determining adjusted elevations of the point observed, and adjusted elevations in line order. The records may be arranged by geographic accession number. Also includes Leveling Adjustment Files. [NGS classification "HGZ" cahiers. Records created before 1978 may be arranged by specific type of observation or format, and thereunder by state and accession number.] Also includes the older separate records for "HG", "HA", and "HGZ".

Authorized Disposition:

Paper: Permanent. Cut off when project is completed. Retire to a records storage facility at cut off. Transfer to NARA 30 years after cut off.

1602-06 Elevation Summary Files (Supersedes 1602-41)

Record copies of summary lists showing adjusted elevations for points throughout the country.

Authorized Disposition:

Destroy when 100 years old or no longer needed, whichever is later.

1602-07 Gravity Observation and Computations Files (Supersedes 1602-21, 1602-22, 1602-23, 1602-24, 1602-25, 1602-26, 1602-27, 1602-28, 1602-29, 1602-30, 1602-31, 1602-32, 1602-33, 1602-35, 1602-36, and 1602-37)

Basic observations and computations obtained from gravity surveys. Includes recordings from absolute and relative gravity meters and stations, including comparative data and the anomalies. [NGS classification PG.]

Authorized Disposition:

Paper: Permanent. Cut off when project is completed. Transfer to NARA 30 years after cut off.

1602-08 Gravity, Abstracts of Results Files (Supersedes 1602-34)

A file giving summarized data on gravity stations, the gravity forces and subsequent reoccupation of stations.

Authorized Disposition:

Paper: Cut off by project. Destroy when 100 years after cut off or when no longer needed, whichever is later.

1602-09 Doppler Satellite Observation Files (Supersedes 1602-45)

Observations and related information for determining point positions (geodetic, geocentric, and relative) from satellite Doppler surveys. Includes station information field related records on station occupation, i.e., site description, observations logs, field reports, etc. [NGS classification DS cahier]

Authorized Disposition:

Paper. Destroy when 100 years old or no longer needed, whichever is later.

1602-10 Global Positioning System Observation Files (New Item)

Observations and related information for determining positions (Geodetic, geocentric, and relative), inter-site vectors, GPS cahiers, ephemerides, etc., from Global Positioning System surveys.

Authorized Disposition:

- A. Global Positioning Surveys (ASCII text). Field related records on station occupation, i.e., site description, observation logs, field reports, etc., on digital media.
Permanent. Retire to a records storage facility when new satellite system is used. Transfer to NARA 30 years after cut off.
- B. Raw observations on digital media.
Binary data: retain online for 5 days. Delete after successfully converting to ASCII format.
- C. GPS Observations (ASCII exchange format) including point position and/or relative positions, GPS ephemerides, inter-site vectors, etc.
Permanent. Retain online for two years. Transfer data to CD-ROM's. Retire to a records storage facility when no longer active. Transfer to NARA 5 years after cut off.

1602-11 Index of Geodetic Surveys (Accession Registers) (New Item)

Registers of incoming geodetic survey records. Each entry gives the geographic number, internal accession number, series, date made location of work, and other pertinent information on each record.

Authorized Disposition:

Paper: Permanent. Cut off when project is completed. Transfer to NARA 30 years after cut off.

1602-12 Project/Progress Sketches (New Item)

Maps depicting the extent and coverage of a geodetic survey project. Filed by sketch or project number.

Authorized Disposition:

- A. Paper/linen/mylar: Permanent. Transfer to NARA after completion of microfilm quality review.
- B. Microfiche (working copy): Destroy when no longer needed for future projects.
- C. Electronic Files: Destroy after file copy is generated.

1602-13 Project Reports (New Item)

Narrative reports on geodetic field projects.

Authorized Disposition:

Paper: Permanent. Cut off when project is completed. Retire to a records storage facility when no longer active. Transfer to NARA 30 years after cut off.

1602-14 Field Party Management (New Item)

Documents relating to the management of geodetic field parties and other field units. Documents on the administrative management of the party or unit. Contains routine correspondence and other documents on housekeeping matters such as finance personnel, supply, and mail. May include duplicates or other records kept for administrative purposes.

Authorized Disposition:

Paper: Cut off annually. Destroy 5 years after cut off .

1602-15 Mark Maintenance Operations Files (New Item)

Documents pertaining to recovering, relocating, or resetting survey marks. Programmatic information is filed in 1602-02.

Authorized Disposition:

Paper: Cut off annually. Destroy 5 years after cut off.

1602-16 Geodetic Instrument Development and Acquisition Files (New Item)

Documents pertaining to the development and acquisition of geodetic instruments or equipment systems. Includes plans, design studies, standards, specifications, and tests.

Authorized Disposition:

Paper: Cut off annually. Destroy 15 years after cut off or when no longer needed, whichever is later.

1602-17 Geodetic Instrument Calibration Data (New Item)

File containing calibration parameters of instruments that have been checked by the NGS equipment laboratory.

Authorized Disposition:

Paper: Cut off when equipment is determined to be surplus. Destroy 10 years after cut off.

1602-18 Distance Measuring Instrument History Files (New Item)

Selected data on the calibrations and characteristics of distance measuring equipment actually used in geodetic control surveys. These files are used for

reference when questions arise on the accuracy of specific surveys.

Authorized Disposition:

Paper: Cut off when equipment is determined to be surplus. Destroy 10 years after cut off.

1602-19 Survey Project Management Files (Supersedes 1602-46)

Documents pertaining to the management of reimbursable and non-reimbursable surveying project conducted with/for federal agencies, state or local governments, and private institutions.

Authorized Disposition:

Paper: Cut off when project is completed. Destroy 100 years after cut off or when no longer needed, whichever is later.

Systems Development Division

National Geodetic Survey (NGS) is committed to meeting the current and anticipated positioning needs of the American public by developing the National Spatial Reference System (NSRS). NSRS provides the reference base for position, height, distance, direction, and gravity values, and how these values change with time. This information is essential for ensuring the reliability of transportation, communication, and defense systems, land records, mapping and charting, public utilities, coastal zone management, natural resource mapping, and a multitude of scientific and engineering applications.

1602-20 NGS Integrated Data Base (NGSIDB) (New Item)

The purpose of this system is to store geodetic data relating to the National Spatial Reference System. This data is used for retrievals of observations for new adjustments and of descriptions of geodetic points. The data within this system includes field geodetic observations and results of adjustments of those observations, as well as descriptive data for each geodetic point.

Authorized Disposition:

- A. *Information within system (data)*: Permanent. Cut off annually. Transfer to NARA in flat files.
- B. *System Software*: Destroy when information migrated to another version or software program.
- C. *System documentation*: Permanent. Transfer to NARA with associated data files described in 1602-20(A).
- D. *System inputs* (Horizontal Observations and Field Computation Files; Vertical (Leveling) Observation and Computation Files; Global Position System (GPS) Observation Files (1602-13)): Follow disposition instructions for related records.

- E. *System outputs* (screen captures, printouts, publications, reports, final studies, tapes used for other electronic systems, and other online and offline files): Destroy when no longer needed for research purposes.

1601-05 Electronic Copies

Word processing, spreadsheet, e-mail and other electronic copies used to create file copies of official records.

Authorized Disposition:

Delete when recordkeeping copy has been produced.