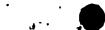
REQUEST FOR RECORDS DISPOSITION AUTHORITY	UEST FOR RECORDS DISPOSITION AUTHORITY  LEAVE BLANK (NARA use only)  JOB NUMBER					
(See Instructions on reverse)	N1-434-99-4					
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  * WASHINGTON, DC 20408	DATE RECEIVED 7-1-99					
1. FROM (Agency or establishment)	NOTIFICATION TO AGENCY					
National Renewable Energy Laboratory (DOE)  2. MAJOR SUBDIVISION  Legal Office  3. MINOR SUBDIVISION	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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.					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. WINON SUBDIVISION						
4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE DATE ARCHIVIST OF THE UNITED S						
Laura Michael 303-275-4160	4-18-00 16hW. Cal					
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 3 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,  x is not required; is attached; or has been requested.						
DATE SIGNATURE OF AGENCY REPRESENTATIVE TITLE						
5/25/99 Jama Mimal Records Program Administrator						
7. ITEM NO. 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR 10. ACTION SUPERSEDED TAKEN (NARA JOB CITATION USE ONLY)					

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	Record Series: ATTORNEY WORKING FILES		
	Description: Consist of drafts, notes, background material and reference copies of documents. The record copies of documents prepared by attorneys are placed in the official files as appropriate. These are covered under existing records schedules.		,
	a. Related to specific administrative or court cases.		
	b. All other working files.		
	Instructions:		
	a. When the administrative or court case is closed, screen the related working file and transfer any record material to the official case file. Destroy the remaining working file 2 years after case is closed.		
136	b. Destroy when attorney who created the file leaves for RFL, or when no longer needed for reference, whicheve is earlier. Screen work file before destruction and transfer any record material to the related office file.	r	

115-109 NSN 7540-00-PREVIOUS EDITION agency, DR, Numb NSN 7540-00-634-4064 PREVIOUS EDITION NOT USABLE

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



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	RE	DUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION	ON JOB NUMBER	PAGE
' 1°	7. TEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	TAKEN (NARA USE ONLY)
	2.	Record Series: STANDARDS OF CONDUCT CASE FILES		
		Description: Legal opinions / standards of conduct question specific to individuals. Includes documents and background material on any apparent conflict of interest or acceptance of gratuities by NREL personnel		
		Instructions: Destroy 3 years after case is closed.		
	3.	· Record Series: INTELLECTUAL PROPERTY		
		Description: Legal materials relating to copyrights and trademarks. Includes technical data.		
		Instructions: Destroy 6 years after records become inactive. Records become inactive when the Copyright or trademark expires.	6/00	
	4.	Record Series: LEGAL CORRESPONDENCE FILES		
~' .	•	Description: General correspondence. Documents providing general direction, staff guidance and reporting in the management and administration of the NREL legal office and any other information relating to legal services which cannot logically be filed with any other record series.	GRS 23.1	
		Lastructions: Destroy after 2 years after curoff	199	
	5.	Record Series: ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES		
		Description: 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 the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.	•	
		a. Copies 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 director on hard disk or network drives that are used only to produce the recordkeeping copy.		·
		b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping co	<b>-1</b>	
		Instructions:		
		a. Destroy / delete within 180 days after the		



RE	REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION LOB NUMBER PAGE						
) 7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)				
	recordkeeping copy has been produced.						
	b. Destroy / delete when dissemination, revision, or updating is completed.						
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