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1.	Input/Source Records. *	GRS 20, Item 2
	Disposition: Temporary. Destroy/Delete after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to, the master file, whichever is later.	
2.	Electronic threaded discussions from individual employees and external partners on transportation topics, uploaded unofficial documents and individual employee profiles.	New
	Disposition: Temporary. Cut-off threaded (take a snapshot of) electronic files at the end of fiscal year. Destroy/Delete 5 years after cut-off.	
3.	Output Records	GRS 20, Item 3
	Disposition: Temporary. Destroy/Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes, provided the printouts do not contain substantive information, such as substantive annotations, that is not included in the electronic records.	
4.	-Documentation	GRS 20, Item 11
	Disposition: Temporary. Destroy/Delete when superseded or obsolete, or upon authorized deletion of the related electronic records or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is latest.	

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