

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-467-00-001

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

DAA-0571-2016-0004-0008 supersedes item 1.

Items 2 and 3 are withdrawn.

DAA-GRS-2016-0016-0002 supersedes item 4 and the system is now part of RG 571, Pipeline and Hazardous Materials Safety Administration.

Date Reported: 7/23/2021

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

ITEM NO.	DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	GRS OR SUPERSEDED JOB CITATION
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1. Exemption Files. Amend the disposition of this job to state: NI-467-97-1, 2A

TEMPORARY. Cut off files two years after date of last official action. Scan items (excluding exemption confidential files) into RSPA or DOT/OST's optical disk system.

Destroy paper files immediately upon verification that the record copy has been fully and accurately converted to optical disk.

Delete scanned exemption files when seven years old or when no longer needed for reference purposes.

2. Exemption Confidential Files. Amend the disposition of this job to state: NI-467-97-1, 2B

TEMPORARY. Cut off closed files two years after last official action.

Transfer files with related finding aid (docket log) to FRC. Destroy files seven years after cut off.

3. Exemption Background Working Files. UNCHANGED NI-467-97-1, 2C

TEMPORARY. Destroy when no longer needed.

4. Electronic versions of records. Created by electronic mail and word processing applications. NI-467-97-1, 2D

Add section 2 D to this job to state:

Delete when record keeping copy is generated.