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| REQUEST FOR RECORDS DISPOSITION AUTHORITY | | JOB NUMBER NI-GRS-03-3 | |
| TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001 | | Date received | |
| 1. FROM (Agency or establishment) National Archives and Records Administration | | NOTIFICATION TO AGENCY 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. | |
| 2. MAJOR SUBDIVISION NWML | | | |
| 3. MINOR SUBDIVISION | | | |
| 4. NAME OF PERSON WITH WHOM TO CONFER John B. Ellis | 5. TELEPHONE NUMBER (301) 837-1682 | DATE 11/17/03 | ARCHIVIST OF THE UNITED STATES WITHDRAWN |
| 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 <u>2</u> page(s) are not needed now for the business for 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, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested. | | | |
| DATE Revised: 10/02/03 | SIGNATURE OF AGENCY REPRESENTATIVE | | TITLE Director, NWML |
| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
| | <p>The record series described in this schedule are created and maintained in different media and formats, therefore this schedule is written to authorize the permanent disposition of the records in any media (media neutral). Agencies are required to refer to the most current version of the Code of Federal Regulations (CFR) and other relevant guidance to ensure that the media and format that is chosen by the agency meets NARA's transfer requirements. See 36 CFR Sections:</p> <ul style="list-style-type: none"> • 1228.266 – Audiovisual Records • 1228.268 – Cartographic and Architectural Records • 1228.270 – Electronic Records • 1230.026 – Microform Records <p>When records are created and maintained electronically, NARA prefers that the archival copy be transferred to the National Archives in an approved electronic format.</p> <p>In accordance with 36 CFR Section 1228.262, <i>Types of Records to be Transferred</i>, Records that have been determined by the Archivist of the United States to have significant historical or other value to warrant preservation are normally transferred to the National Archives when:</p> <p>(1) They are 30 years old; or (2) At any age when : (I) the originating agency no longer needs to use the records for the purpose for which they were created or in its regular current business; or (II) agency needs will be satisfied by the use of the records in NARA research rooms or by copies of the records; and restrictions on the use of records are acceptable to NARA and do not violate the Freedom of Information Act (5 U.S.C. 552).</p> <p>The permanent dispositions contained in this schedule apply only to files maintained in the agency's "Office of Record". Reference copies maintained in other offices are not covered. It should be noted that for some agencies there might be multiple offices of record (e.g., agencies may have established history offices in more than one agency component).</p> <p>When an agency lacks the resources and/or expertise to properly manage permanent records, the agency is advised to contact NARA and arrange for the transfer of such records immediately.</p> | | |

cc. Agency NR, NWML, NWML, JARS (See Attached)

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| REQUEST FOR RECORDS DISPOSITION AUTHORITY | | JOB NUMBER <i>71-GRS-03-3</i> | |
| TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001 | | Date received <i>7-28-2003</i> | |
| 1. FROM (Agency or establishment) National Archives and Records Administration | | NOTIFICATION TO AGENCY 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. | |
| 2. MAJOR SUBDIVISION NWML | | | |
| 3. MINOR SUBDIVISION | | | |
| 4. NAME OF PERSON WITH WHOM TO CONFER John B. Ellis | 5. TELEPHONE NUMBER (301) 837-1682 | DATE | ARCHIVIST OF THE UNITED STATES |
| 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 <u>2</u> page(s) are not needed now for the business for 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, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested. | | | |
| DATE <i>07-28-2003</i> | SIGNATURE OF AGENCY REPRESENTATIVE <i>Paul M. West, Jr.</i> | | TITLE Director, NWML |
| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
| | <p>The record series described in this schedule are created and maintained in different media and formats, therefore this schedule is written to authorize the permanent disposition of the records in any media (media neutral). Agencies are required to refer to the most current version of the Code of Federal Regulations (CFR) and other relevant guidance to ensure that the media and format that is chosen by the agency meets NARA's transfer requirements. See 36 CFR Sections:</p> <ul style="list-style-type: none"> • 1228.266 - Audiovisual Records • 1228.268 - Cartographic and Architectural Records • 1228.270 - Electronic Records • 1230.026 - Microform Records <p>When records are created and maintained electronically, NARA prefers that the archival copy be transferred to the National Archives in an approved electronic format.</p> <p>In accordance with 36 CFR Section 1228.262, <i>Types of Records to be Transferred</i>, Records that have been determined by the Archivist of the United States to have sufficient historical or other value to warrant preservation are normally transferred to the National Archives when:</p> <p>(1) They are 30 years old; or (2) At any age when: (I) the originating agency no longer needs to use the records for the purpose for which they were created or in its regular current business; or (II) agency needs will be satisfied by the use of the records in NARA research rooms or by copies of the records; and restrictions on the use of records are acceptable to NARA and do not violate the Freedom of Information Act (5 U.S.C. 552).</p> <p>When an agency lacks the resources and/or expertise to properly manage permanent records, the agency is advised to contact NARA and arrange for the transfer of such records immediately.</p> <p>Note:</p> <p>(1) When an agency has previously received authority to dispose of a series that appears on this schedule, the agency should apply the previously approved schedule. (2) If any series covered by this schedule were previously approved for permanent retention in an agency schedule, the creating agency should follow the transfer instructions described in that schedule. (3) If an agency's records described herein are unclassified and the agency does not feel that the records are worthy of permanent retention, the agency should submit a SF 115 to request disposition authority to cover the records. (See Attached)</p> | | |

WITHDRAWN

Note:

- (1) When an agency has previously received authority to dispose of a series that appears on this schedule, the agency should apply the previously approved schedule.
- (2) If any series covered by this schedule were previously approved for permanent retention in an agency schedule, the creating agency should follow the transfer instructions described in that schedule.
- (3) If an agency's records described herein are unscheduled and the agency does not feel that the records are worthy of permanent retention, the agency should submit a SF 115 to request disposition authority to cover the records.

(See Attached)

WITHDRAWN

Permanent Records Schedule (PRS)

| Item Number | GRS cross refer. | DESCRIPTION OF RECORDS | AUTHORIZED DISPOSITION |
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| 1 | GRS 14 | Information Services Records | |
| 1a | | <u>Speech Files</u> Speeches, addresses, and comments. Remarks made at formal ceremonies and during interviews by heads of agencies and other high-ranking officials (e.g. deputy agency head, deputy and assistant secretary of cabinet level agencies and regional administrators) concerning the programs of their agencies. The speeches and addresses may be presented to executives from other Federal agencies, representatives of State and local governments, or private groups, such as university students and members of business associations and cultural organizations. Interviews may be granted to radio, television, or printed news commentators. | PERMANENT. |
| 1b | | <u>News Releases</u> One copy of each prepared statement or announcement issued by the agency's public affairs offices for distribution to the news media regarding such significant events as the adoption of new agency programs, termination of old programs, major shifts in policy, and changes in senior agency personnel. Excluded are news releases that provide only transitory or routine information, if filed separately. | PERMANENT. |
| 2 | GRS 16 | Administrative Management Records | |
| 2a | | <u>Formal Directives, Issuances, Procedural and Operating Manuals.</u> Formal directives distributed via such issuances as orders, circulars, handbooks, and operating manuals that specify agency policies and procedures. Issued by the authority of the head of the agency or by the heads of major agency components (e.g. regional administrators). Excluded are issuances related to routine administrative functions (e.g., payroll, procurement, personnel) as well as handbooks and manuals for operating and maintaining equipment. (See GRS 16, Item 1.) Also excluded are related case files, which document aspects of the development of the issuance. These must be scheduled by submission of an agency-specific SF 115. | PERMANENT. |
| 2b | | <u>Organizational charts and reorganization studies.</u> Organizational charts include graphic illustrations that provide a detailed description of the arrangement and administrative structure of the functional units of an agency. Reorganization studies, conducted to design an efficient organizational framework to carry out the agency's programs, include materials such as final recommendations, proposals, and staff evaluations. These files usually contain administrative maps showing regional boundaries and headquarters of decentralized agencies, or the geographic extent or limits of an agency's programs and projects. | PERMANENT. |
| 2c | | <u>Functional Statements</u> Formally prepared descriptions of the responsibilities assigned to the senior executive officers of an agency at the division level and above. If the functional statements are printed in the Code of Federal Regulations (CFR), they are not designated for preservation as a separate series. | PERMANENT. |
| 2d | | <u>Agency histories and selected background materials.</u> Narrative agency histories prepared by agency historians or public affairs officers or by private historians under contract to the agency. Also, significant background materials (such as interviews with past and present personnel) generated during the research stage. Excluded are copies of agency documents or other sources made for convenience of reference. | PERMANENT. |

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| 3 | GRS 17 | Cartographic, Aerial Photographic, Architectural, and Engineering Records | |
| 3a | | <u>Published Maps</u> One copy of each published map, atlas, portfolio, and photomap produced by an agency, including each edition and variant, and all related indexes (in map or other form). | PERMANENT. |
| 4 | GRS 22 GRS 25 | Inspector General Records Note: GRS 22 was withdrawn, however these items were included under the old GRS 25 (IG Records) as Permanent. | |
| 4a | | <u>Policy and Procedures Files</u> Records defining and documenting the policies required for directing, controlling, and carrying out OIG operations. Also records on planning and developing OIG policies and procedures. | PERMANENT. |
| 4b | | <u>Semiannual Report to the Congress Files</u> Reports prepared by the statutory OIGs and submitted to the Congress. The reports summarize the activities of the OIG for the six-month periods ending March 31 and September 30. For detail on the composition of these reports, see the Inspector General Act of 1978, as amended. | PERMANENT. |
| 5 | | <u>Electronic Mail and Word Processing System Copies associated with all items in this schedule.</u> 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. | |
| 5a | | 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 directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy. | Destroy/delete within 180 days after the recordkeeping copy has been produced. |
| 5b | | Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. | Destroy/delete when dissemination, revision, or updating is completed. |

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