

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO NI-GRS-87-19 (revised)	DATE RECEIVED
1 FROM (Agency or establishment) NATIONAL ARCHIVES AND RECORDS ADMINISTRATION		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION OFFICE OF RECORDS ADMINISTRATION		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required. <i>act's</i>	
3 MINOR SUBDIVISION RECORDS APPRAISAL AND DISPOSITION DIVISION (NIR)		DATE 4/5/88	ARCHIVIST OF THE UNITED STATES <i>Claudia Walker</i>
4 NAME OF PERSON WITH WHOM TO CONFER Michael L. Miller	5 TELEPHONE EXT 724-1409		
6 CERTIFICATE OF AGENCY REPRESENTATIVE			

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence  is attached, or  is unnecessary

B DATE 12/08/87	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Kenneth F. Rossman</i>	D TITLE Director, NIR
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
1.	<p>Additions and changes to General Records Schedule 23, Records Common to Most Offices.</p> <p><u>Word Processing Files.</u></p> <p>Documents such as letters, messages, memoranda, reports, handbooks, directives, and manuals recorded on electronic media such as hard disks or floppy diskettes:</p> <p>a. When used to produce hard copy which is maintained in organized files.</p> <p>Delete when no longer needed to create a hard copy.</p> <p>b. When maintained only in electronic form, and duplicate the information in and take the place of records that would otherwise be maintained in hard copy that have been authorized for destruction by the GRS or NARA-approved SF-115.</p> <p>Delete after the expiration of the retention period authorized for the hard copy by the GRS</p>		

*Copies sent to Jean  
nmf, nms, nmm, nne, ncf 4/12/88*

or a NARA-approved SF-115.

2. Administrative Data Bases.

Data bases that support administrative or housekeeping functions, containing information derived from hard copy records authorized for destruction by the GRS or a NARA-approved SF-115, if the hard copy records are maintained in official files.

Delete information in the data base when no longer needed.

3. Electronic Spreadsheets.

Spreadsheets that are recorded on electronic media such as hard disks or floppy diskettes:

- a. When used to produce hard copy which is maintained in organized files.

Delete when no longer needed to update or produce hard copy.

- b. When maintained only in electronic form.

Delete after the expiration of the retention period authorized for the hard copy by the GRS or a NARA-approved SF-115. If the electronic version replaces hard copy records with differing retention periods, and agency software does not permit selective deletion, delete after the longest retention period has expired.

The following item revises GRS-23, Item 5 (NC1-GRS-80-8, Item 5).

4. Tracking and Control Records.

Logs, registers, and other records in hard copy or electronic form used to control or document the status of correspondence, reports, or other records that are authorized for destruction by the GRS or a NARA-approved SF-115.

Delete when no longer needed.

The following item revises GRS 23, Item 2 (NC1-GRS-83-6, Item 1)

5. Schedules of Daily Activities.

Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities by Federal employees while serving in an official capacity, created and maintained in hard copy or electronic form, EXCLUDING materials determined to be personal.

- a. Records containing substantive information relating to official activities, the substance of which has not been incorporated into official files, EXCLUDING records relating to the official activities of high government officials (see note).

Destroy or delete when 2 years old.

[NOTE: High level officials include the heads of departments and independent agencies, their deputies and assistants; the heads of program offices and staff offices including assistant secretaries, administrators, and commissioners; directors of offices, bureaus, or equivalent; principal regional officials; staff assistants to those aforementioned officials, such as special assistants, confidential assistants, and administrative assistants; and career Federal employees, political appointees, and officers of the Armed Forces serving in equivalent or comparable positions. Unique substantive records relating to the activities of these individuals must be scheduled by submission of an SF-115.]

- b. Records documenting routine activities containing no substantive information and records containing substantive information, the substance of which has been incorporated into official files.

Destroy or delete when no longer needed.

The following item revises GRS 23, Item 7 (NC1-GRS-80-8, Item 7).

6. Finding Aids (or indexes).

Indexes, lists, registers, and other finding aids in hard copy or electronic form used only to provide access to records authorized for destruction by the GRS or a NARA-approved SF-115, EXCLUDING records containing abstracts or other information that can be used as an informational source apart from the related records.

Destroy or delete with the related records or sooner if no longer needed.