

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N9-025-01-004

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Records schedules starting with the number N9 were created in response to NARA Bulletins 99-04 and 2000-02. The N9 records schedules created from 1999-2002 allowed agencies to create bulk updates to previously approved schedules to cover copies of records in word processing and email formats. Word processing and email formats are now scheduled in the General Record Schedules, superseding all N9 records schedules approved by NARA. See GRS 5.1 Item 020 Non-record keeping copies of electronic records (DAA-GRS-2016-0016-0002).

Date Reported: 09/16/2014

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REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <u>N9-25-01-4</u>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <u>JAN 23 2001</u>	
1. FROM (Agency or establishment) NATIONAL LABOR RELATIONS BOARD		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Nancy G. Miller	5. TELEPHONE 202-273-2833	DATE <u>5-2-01</u>	ARCHIVIST OF THE UNITED STATES <u>John W. Paul</u>
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>1</u> 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, <input checked="" type="checkbox"/> X is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <u>1-8-01</u>	SIGNATURE OF AGENCY REPRESENTATIVE <u>Nancy G. Miller</u> Nancy G. Miller	TITLE Records Officer	
7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)

NLRB Files Maintenance and Records Disposition Handbook
Appendix 1, NLRB Records Disposition Standards

Chapter 4, Personnel Management Records
(see attached pages)

MAY 08 2001

Copy to agency

NLRB Files Maintenance and Records Disposition Handbook
 Appendix 1, NLRB Records Disposition Standards

Chapter 4, Personnel Management Records

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 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. In addition, this disposition does not cover any item already covered by the NARA General Record Schedules and by OPM /GOVT 1, 2, 3, 4, 8, and 10, or by ~~NARA~~ *NLRB* schedules NC1-25-81-1, N1-25-88-1, and N1-25-89-1.

- 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 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.

- b. 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.

- c. Back-up tapes: Consists of electronic backup copies of email and word processing records used to recreate a system or its data in case of unintentional loss from online storage.

Retain for a minimum of 90 days and destroy/delete according to standard backup procedures as instituted by ITB.