

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>111-064-02-5</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		Date received <i>1/16/02</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Office of General Counsel (NGC)			
3 MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Laurence C. Patlen	5 TELEPHONE NUMBER (301) 713-7330 x225	DATE <i>5-7-02</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Cal</i>
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>12/7/01</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Robert W. Marcus</i>		TITLE NARA Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Records of the Office of General Counsel (NGC) <u>RESOLVE - Alternative Dispute Resolution (ADR) Files</u> Continued on next page <i>cc Agency, NR, NWMW</i>		

AMENDMENT

Item No.	Description and Proposed Disposition	GRS or Superseded Job Citation
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1112 RESOLVE - Alternative Dispute Resolution (ADR) Files

Records of the alternative dispute resolution (ADR) program for NARA maintained by the Dispute Resolution Specialist, the Director of RESOLVE, and supporting staff.

1. 1112-1 Policy files.

Records documenting creation of the program and subsequent policy-making activities and decisions of RESOLVE.
May include copies of statutes, regulations, NARA bulletins, Notices, reports to senior staff, and program evaluations.

Cut off at end of fiscal year. Destroy when superseded, obsolete and no longer needed for reference.

2. 1112-2 Program administration files.

WITHDRAWN FROM THE SF 115. RECORDS ARE COVERED BY GRS 23, ITEM 1. IT WILL APPEAR IN FILES 203 AS A PARAPHRASED VERSION OF GRS 23, ITEM 1.

WITHDRAWN

WITHDRAWN

Records and background materials relating to program administration or housekeeping activities. May include copies of materials distributed at ADR seminars, news and journal articles, and other materials that do not serve as unique documentation of the program.

Cut off annually. Destroy when 2 years old. (GRS 23, item 1)

3. 1112-3 Case files.

Records documenting mediation and facilitation proceedings.
May include agreement to mediate or facilitate, technical reviews, and information on settlement or discontinuance of the ADR case

Place in inactive file when settlement is reached or request for mediation is discontinued. Cut off annually. Destroy 5 years after cutoff.

NOTE: Bring forward inactive files to active status in the event of a breach of the terms of an agreement.

AMENDMENT

Item No.	Description and Proposed Disposition	GRS or Superseded Job Citation
4.	1199 <u>Word Processing Files and Electronic Mail (Email) Records</u>	
4a.	1199-1 <u>Word Processing Files.</u> Documents such as letters, memoranda, reports, handbooks, directives, and manuals recorded on electronic media, such as hard disks or floppy diskettes, after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes. Delete from the word processing system when no longer needed for updating or revision.	
4b.	1199-2 <u>Email Records.</u> Senders' and recipients' versions of email messages that meet the definition of Federal records, and any attachments to the record messages after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes. Delete from the email system after copying to a recordkeeping system. NOTE: Along with the message text, the recordkeeping system must capture the names of sender and recipients and date (transmission data for recordkeeping purposes) and any receipt data when required.	