

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-064-02-10	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 5-6-2002	
1 FROM (Agency or establishment) National Archives & 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 the Deputy Archivist			
3 MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Richard Marcus	5 TELEPHONE NUMBER (301) 837-1942	DATE 8-28-02	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</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>1</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 MAY 1 2002	SIGNATURE OF AGENCY REPRESENTATIVE <i>Richard W. Marcus</i> Richard W. Marcus		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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	117 Special Studies and Project Records: Records Management Initiatives See attached page(s)		
cc Agency, NR, NWMD, NWMDW			

117 Special Studies and Project Records: Records Management Initiatives

Project records created during the preplanning and information collection phases ("Preplanning Phase" and "Phase I") of a project, managed by the Deputy Archivist, to examine and possibly reinvent records management in the federal government. The first two phases were completed at the close of CY2001. Records for these first two phases are no longer accumulating.

1. Project program records for the Preplanning Phase and Phase I. Includes project director's files, scope planning files, meeting minutes, SRA interim and final reports, and Records System Analysis (RSA) final reports for each work process.

PERMANENT. Cut off files at conclusion of Phase I. Transfer to National Archives 5 years after cutoff.

2. Workpapers created by NWML, NR and project contractor while conducting RSAs.

Retire to Records Storage Facility upon conclusion of Phase I.
Destroy 5 years after conclusion of Phase I.

3. Project administration files.

Destroy 5 years after conclusion of Phase I.

4. Contract administration files

~~Destroy 6 years and 3 months after conclusion of Phase I. (GRS 3.1(a))~~
3.a.(1)(a))

5. Electronic Mail and Word Processing System Copies

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.

- 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. ~~(GRS 20, Items 13, 14)~~

- b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Destroy when dissemination, revision, or updating is completed.
~~(GRS 20, Items 13, 14)~~