

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

## Schedule Number: N1-064-03-004

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.

### Description:

Item 1 is transferred to NARA

Item 2 is presumed destroyed at agency

Item 3 is superseded by DAA-GRS-2016-0016-0002

1A1: NN3-064-04-003 (not in HMS or catalog)

1A2: HS1-240365386, HS1-240365423, PT-064-2010-0139, PT-064-2012-0293, PT-064-2015-0301, PT-064-2020-0084, W064-04-0004, W064-04-0014, W064-08-0020

1B: HS1-240365089/PT-064-2013-0077, PT-064-2013-0079, PT-064-2013-0088

1C: HS1-91454550/PT-064-2011-0082, PT-064-2011-0212, PT-064-2011-0217, PT-064-2012-0197, PT-064-2013-0078,, PT-064-2013-0145, PT-064-2019-0145

Date Reported: 11/1/2023

N1-064-03-004

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE



Item

Number   Description

1.            1507-1 IBR PUBLICATION FILES

Record copy of each publication that was approved by the Director of the Federal Register for incorporation by reference (IBR) in the ***Federal Register***. Included are scientific, technical and industrial standards and specifications issued by Federal and state agencies, national and international standards-setting bodies, non-governmental organizations and corporations. Records are in the form of books, manuals, loose-leaf directives and other printed formats.

- a.            A. **FAA Airworthiness Directives and Service Bulletins.** Documents are arranged chronologically by order of publication in the Federal Register.

- a.(1)            (1.) Documents incorporated on or before December 31, 1992

PERMANENT. Transfer to NARA when this schedule takes effect.

- a.(2)            (2.) Documents incorporated since January 1, 1993.

PERMANENT. Cut off at end of calendar year. Retire to records center when 3 years old. Transfer to NARA in 5 year blocks when 10 years old.

- b.            B. **EPA State Implementation Standards.** Documents are arranged by State, thereunder by date of publication in the Federal Register.

- b.(1)            (1.) Documents incorporated on or before December 31, 1992

PERMANENT. Transfer to NARA when this schedule takes effect.

- b.(2)            (2.) Documents incorporated since January 1, 1993.

PERMANENT. Cut off at end of calendar year. Retire to records center when 5 years old. Transfer to NARA in 5-year blocks when 15 years old.

- c.            C. **All other publications.** Documents are arranged by name of agency or sponsoring agency, or name of issuing organization, thereunder chronologically or by document number, depending on the publishing organization.

PERMANENT. Cut off at end of calendar year, retire to records center when 5 years old. Transfer to NARA in 5-year blocks when 15 years old.

ItemNumber   Description

## 2.        1507-2 APPROVAL LETTERS.

Correspondence and related documentation on approval of a specific IBR by the Director.

## a.        A. Approval letters for FAA Airworthiness Directives and Service Bulletins.

Cut off at end of calendar year. Retire to records center when 2 years old.

Destroy when 10 years old.

## b.        B. All other approval letters.

Cut off at end of calendar year. Retire to records center when 2 year old.

Destroy when 10 years old.

**SUPPLEMENTAL INFORMATION:**

Volume on hand (approximate), date ranges, and estimated annual accumulation:

SF 115	NARA	Current vol.	Estim. annual
<u>Item no.</u>	<u>File No.</u> <u>Title</u>	<u>and date ranges:</u>	<u>accumulation:</u>
1a.	1507-1a. IBR publications - FAA AD/SB	145 cu ft, ca. 1980 – Present	2 cu ft
1b.	1507-1b. IBR publications - EPA State Implementation Standards.	180 cu ft, 1971 – Present	2 cu ft
1c.	1507-1c. IBR publications - All other.	130 cu ft, ca. 1950 – Present	1 cu ft
2a.	1507-2a IBR Approval Letters - FAA Airworthiness Bull./Staff Dir.	4 cu ft, ca. 1980 – Present	1 cu ft (temporary)
2b.	1507-2b IBR Approval Letters - All other ...	11 cu ft, ca. 1980 - Present	<sup>1</sup> / <sub>2</sub> cu ft (temporary)

3.) 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 record 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.

Superseded by job / item number:

GRS 5.1/020  
DAA-GRS-2016-0016-0002

Date (MM/DD/YYYY):

July 2017