OFFice of the Federal Register  1. MINOR EVENDMENTO CONFER  1. A SERV CERTIFICATION  1. A CAPACY CERTI								
NOTIFICATION TO AGENCY	REQUEST FOR RECORDS DISPOSITION AUTHORITY							
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NACTIONAL Archives and Records Administration    PALOPSESSIONS   PAROPSESSION   P	· · ·				· · · · · · · · · · · · · · · · · · ·			
Office of the Federal Register  3. MINCH SUBDIVISION  4. NAME OF PERSON WITH WHICH TO CONNER LBURENCE Fatlen  6. AGENCY CERTIFICATION  1. DATE NOV 5 2004  1. SUBJURIES FOR THE AUTHOR FOR PERSON WITH WHICH TO CONNER FOR THE WHITE STATES  T. TEMMO.  2. DESCRIPTION OF FITEMAND PROPOSED DISPOSITION  1. SUBJURIES FOR THE AUTHOR FOR THE WHITE STATES  Records created or accumulated in providing replies to inquiries from researchers and the general public for general and specific information on publications. Included are incoming correspondence, e-mails or records of telephone inquiries, copies of replies, and related supporting materials.  1. Require inquiries and replies and related records.  Cut off annually. Destroy when 2 years old.  Cut off annually. Destroy/delete when 2 years old.	National Archives and Records Administration				NOTIFICATION TO AGENCY			
Office of the Federal Register  MINOR JERNANDIA OF PRESONNITH WHOMAN TO CONFER  Laturence Fatlen  AGENCY CERTIFICATION  AGENCY CERTI	2. MAJOR SUBDIN	VISION		$\dashv$				
4. NAME OF PERSONNATIVEMENT TO COMPER  Leaurence Patlen  6. AGENCY CERTIFICATION 1 hereby errify that I am authorized to pat for this agency in matters penalized to the disposition of its records and that the records proposed for disposal on the stacked	Office of the Federal Register				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			
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Superior Pacific   Superior   S	ł							
a. AGENCY CERTIFICATION  I hereby certify that I am authorized to set for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the statched are not needed any 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 Thile of the GAO Menual for Cardance of Federal Agencies.    I is not required   I is not required   I is attached; or   I has been requested.    I is not required   I is not required   I is attached; or   I is not required   I is not require	4. NAME OF PERSON	4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE NUMBER			DATE ARCHIVIST OF THE UNITED STATES			
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NOV 5 2004    Communications   Superison of the proposed disposition	I hereby certif	y that I am authorized to act for this agency in nd now for the business for this agency or will no of Title 8 of the GAO Manual for Guidance of	ot be needed after the retention periods sp Federal Agencies,	ecified; ar	d that written	concurrence from the	osal on the attached page(s) e General Accounting Office, under	
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2. Cut off annually. Destroy/delete when 2 years oft.  15. Cut off annually. Destroy/delete when 2 years oft.  2. Ges Or supersected Job (CITATION)  15. Customer Service Communications Files  Records created or accumulated in providing replies to inquiries from researchers and the general public for general and specific information on publications, policies, and procedures (e.g. rulemaking) of the Federal Register, or other government publications. Included are incoming correspondence, e-mails or records of telephone inquiries, copies of replies, and related supporting materials.  1. Routine inquiries and replies and related records.  Cut off annually. Destroy when 2 years old.  2. Communications control registers and logs (including automated logs) that list incoming inquiries and replies, with related information.  Cut off annually. Destroy/delete when 2 years old.  Cut off annually. Destroy/delete when 2 years old.	1 _		SENTATIVE		TITL	<u> </u>		
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Ce Clainey DR MUSMII)		Records created or accumulating inquiries from researchers are general and specific information and procedures (e.g. rulemation other government publication correspondence, e-mails or recopies of replies, and related Routine inquiries and replies.  Cut off annually. Destroy with Communications control regautomated logs) that list incomit with related information.  Cut off annually. Destroy/designation.	ated in providing replies to ad the general public for tion on publications, policitions, of the Federal Registers. Included are incoming ecords of telephone inquiries supporting materials.  I and related records.  The providing replies are incoming ecords of telephone inquiries and related records.  The providing materials are plies inquiries and replies inquiries and replies inquiries and replies.	er, or es,	DAA-G.	d by job / Nem ni ILS — 2017 BB/YYYY):	-0002-0001	



Item 3. Word Processing Files and E-mail Records.

INACTIVE - ALL ITEMS SUPERSEDED Item 3

Word Processing Files. Documents such as letters, memoranda, reports, items 14 Lare handbooks, directives, and manuals recorded on electronic media, such as supersedect hard disks or floppy diskettes, after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes.

<u>Disposition</u>: Delete from the word processing system when no longer needed for updating or revision.

b. E-mail Records. Senders' and recipients' versions of e-mail 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.

<u>Disposition</u>: Delete from the e-mail 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.