REQUEST FOR RECORDS DISPOSITION AUTHORITY  (See Instructions on reverse)			JOB NUMBER 93-3		
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408			DATE RECEIVED 6-15-93		
1. FROM (Agency or establishment)		一	NOTIFICATION TO AGENCY		
National Archives and Records Administration  2. MAJOR SUBDIVISION		<b>  </b>   □	In accord	ance with the n	rovisions of 44
Office of Records Administration			In accordance with the provisions of 44 USC 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition"		
3. MINOR SUBDIVISION Agency Services Division			not approv	red" or "withdraw	n" in column 10
4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE			ATE (	ARCHIVIST OF	THE UNITED STATES
Eleanor Melamed	501-6018		1-18-93	Grady He	Mamo Petris
DATE SIGNATURE OF AGENCY REPRI	the attached retention periods s ovisions of Title 8 c tached; or	page(s) specified of the G has	are not ned; and that AO Manu	ow needed for the written control and for Guida quested.	or the business acurrence from ance of Federal
6/7/93 Many ann Hady	, ka	NAR	A Recor	ds Office	er
7 ITEM 8. DESCRIPTION OF ITEM AND PROI	POSED DISPOSITION	N	SUF	GRS OR PERSEDED CITATION	10. ACTION TAKEN (NARA USE ONLY)
1. Retained Records Database. Electronic database of unscheduled or permanent records older than 30 y the originating or successor agency. Information location, schedule authority, description of media efforts by NARA units to secure the transfer of the a. Inputs. Inputs in electronic or paper form.  1. NIA. Inputs received from other under the Destroy upon verification of input.  2. Other Units.  Destroy when no longer needed.  b. Master-files.  Cut off records when transfer has been secured, reto secure transfer have been dropped. Transfer to off inactive file annually. Destroy when 5 years of whichever is later.  c. Outputs.  1. Statistical, tabular, and Narrative Report Destroy when no longer needed.  2. Individual Report of Transferred Series Merge with 1405-1, Records Accession File in custodial unit	rears which are maintain about the series include and contents of records are records to NARA.  In the National Are ecords destroyed, or all or inactive file regularly, old or when no longer restricts.	l efforts Cut			

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