

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <b>NI-220-02-4</b>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <b>12-20-01</b>	
1. FROM (Agency or establishment) Office of Navajo and Hopi Indian Relocation		NOTIFICATION TO AGENCY	
201 Birch Street, P.O. Box KK Flagstaff, AZ 96002		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Administrative Services			
3. MINOR SUBDIVISION Procurement			
4. NAME OF PERSON WITH WHOM TO CONFER  Paul Tessler	4. TELEPHONE NUMBER  928-779-2721	DATE <b>9-3-02</b>	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 <b>1/30/02</b>	SIGNATURE OF AGENCY REPRESENTATIVE <i>E. Savasi</i>		TITLE Executive Director
7. ITEM NO	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<u>Project Files</u>		
1a.	<p>Textual records of the project files are identified by an abbreviation of the project name and are arranged alphabetically with all years of the ONHIR project activity filed in one series. (1980 to the present) These are working files of the Procurement Branch containing pre-award solicitation documents as well as documents and correspondence created during the term of the contract. (Projects can be identified as activities initiated for the purpose of implementing and facilitating the Relocation Act and subsequent legislation.) Examples are studies, archaeological clearance projects, building construction projects and subdivision development.</p> <p>Disposition: Temporary. Cut-off at the completion of the project. Transfer to the Records Center at the closure of the ONHIR. Destroy 15 years from the date of completion of the project.</p>		
1b.	<p>Electronic Mail and Word Processing. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a record keeping copy of a file. In addition, the electronic copies can be maintained for the purpose of updating, revising, or disseminating information.</p> <p><i>cc: Agency, HR</i></p>		

7. ITEM NO	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GPO OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
<p>2.</p> <p>2a.</p> <p>2b.</p>	<p>Disposition:</p> <ol style="list-style-type: none"> <li>1. Temporary. Electronic copies that have no further administrative value after the record keeping copy is made. Delete when record keeping copy has been created.</li> <li>2. Temporary. Electronic copies used for dissemination, revision, or updating that are maintained in addition to the record keeping copy. Delete when dissemination, revision, or updating is completed.</li> </ol> <p><u>Radiation Safety Program Files</u></p> <p>Textual files are arranged by subject and thereunder they are assigned a number (ie. 00150: Agency License; 00151: Safety Plan). The records are back-up compaction tests using radiation gauges on non-housing construction projects funded by the ONHIR from 1991 to 1998.</p> <p>Disposition: Temporary. Cut-off at the completion of project. Transfer to the Records Center at the close of the ONHIR. Destroy 15 years from the date of completion of the project.</p> <p>Electronic Mail and Word Processing. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a record keeping copy of a file. In addition, the electronic copies can be maintained for the purpose of updating, revising, or disseminating information.</p> <p>Disposition:</p> <ol style="list-style-type: none"> <li>1. Temporary. Electronic copies that have no further administrative value after the record keeping copy is made. Delete when record keeping copy has been created.</li> <li>2. Temporary. Electronic copies used for dissemination, revision, or updating that are maintained in addition to the record keeping copy. Delete when dissemination, revision, or updating is completed.</li> </ol>		