



REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION		JOB NO	PAGE 2 OF 2
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
	<p>correspondence and all other related materials whenever above records are returned to CNA.</p> <p>b. <u>Producing Workshop Files</u></p> <p>Consists of records under "a" above plus annual reports (Committee Forms 403/404), trip reports, and other related materials on producing workshops.</p> <p>(1) Articles of Incorporation and By Laws or other documents establishing agency: Destroy when replaced by updated documents.</p> <p>(2) Annual Reports: Destroy after three years.</p> <p>(3) Workshop Inspection Reports: Destroy prior reports when most recent report received.</p> <p>(4) Correspondence: Destroy <del>after</del><sup>after 2</sup> five years <i>old</i>.</p> <p>(5) <del>Temporary.</del> Transfer to nonproducing files when workshop does not have an item on Procurement List. Return Articles of Incorporation and By Laws or other documents establishing agency to CNA one year after workshop does not have an item on assignment register or Procurement List.</p>		