



New item (Amended by R. Wire per A. Easterly, 7-11-2000)  
Item 3 ~~Supersedes job citation N1-361-92-03~~

212.66B(2) Other sets. (Destroy when superceded or no longer needed.)

212.66C Electronic copies of records in the 212.66 record series created on electronic mail, word processing, and similar systems used solely to generate a recordkeeping copy of the records. Included are electronic copies of records created on electronic mail, word processing, and similar systems that are maintained for updating, revision, or dissemination.

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212.66C(1) Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in work area files, work station electronic mail directories, or other work related directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy. (Delete within 180 days after the recordkeeping copy has been produced.)

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212.66C(2) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. (Delete when dissemination, revision, or updating is completed.)