

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
1. FROM (Agency or establishment) National Archives and Records Administration	
2. MAJOR SUBDIVISION Modern Records Programs	
3. MINOR SUBDIVISION	
4. NAME OF PERSON WITH WHOM TO CONFER Jean E. Keeting	5. TELEPHONE 301-713-7110

SAVE BLANK (NARA use only)	
JOB NUMBER NI-GRS-98-3	
DATE RECEIVED 8-7-98	
NOTIFICATION TO AGENCY	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
DATE 12-21-98	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</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 _____ page(s) are not now needed for the business of 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,

is not required; is attached; or has been requested.

DATE 8-7-98	SIGNATURE OF AGENCY REPRESENTATIVE <i>Marc B. Allen</i>	TITLE Director, Life Cycle Management Division
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>NEW ITEM TO BE ADDED TO GRS 1-16, 18, AND 23:</p> <p><u>Records Maintained Apart From a Recordkeeping System.</u></p> <p>Records, including electronic source records, used to generate the records covered by the other items in this schedule which cover the records in an agency recordkeeping system. Includes records in all formats/media that are used as sources for the creation of the record maintained in a recordkeeping system, such as electronic records that remain on electronic mail and word processing utilities after the record for the recordkeeping system has been produced.</p> <p>Destroy/delete after the recordkeeping copy has been produced. Electronic source records may be maintained for a limited period of time for operational purposes other than recordkeeping, such as updating.</p> <p>1. GRS 1, Civilian Personnel Records, item 42 2. GRS 2, Payrolling and Pay Administration Records, item 2831</p>		

3. GRS 3, Procurement, Supply, and Grant Records, item 18
 4. GRS 4, Property Disposal Records, item 5
 5. GRS 5, Budget Preparation, Presentation, and Apportionment Records, item 5
 6. GRS 6, Accountable Officers' Accounts Records, item 12
 7. GRS 7, Expenditure Accounting Records, item 5
 8. GRS 8, Stores, Plant, and Cost Accounting Records, item 8
 9. GRS 9, Travel and Transportation Records, item 6
 10. GRS 10, Motor Vehicle Maintenance and Operation Records, item 8
 11. GRS 11, Space and Maintenance Records, item 6
 12. GRS 12, Communications Records, item 9
 13. GRS 13, Printing, Binding, Duplication, and Distribution Records, item 7
 14. GRS 14, Information Services Records, item 37
 15. GRS 15, Housing Records, item 8
 16. GRS 16, Administrative Management Records, item 15
 17. GRS 18, Security and Protective Services Records, item 30
 18. GRS 23, Records Common to Most Offices Within Agencies, item 10
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In addition the following changes will be made to narrative sections of the GRS:

GENERAL INTRODUCTION TO THE GRS

Replace:

“As provided in GRS 20, Electronic Records, the disposal instructions for most records in the remaining schedules are applicable to both hard copy and electronic versions of the records described. GRS 20 specifies several exceptions to this authority. In those cases, the electronic version of the file must be scheduled by submission of an SF 115 to NARA.”

With:

“The items in GRS 1-16, 18, and 23, apply to records that contain the information described in the schedule. The coverage is neutral with respect to the recording medium. The specified retention periods apply to the the records described in each item which are maintained in a recordkeeping system, regardless of the physical medium used to maintain the records. In addition, an item in each of those schedules provides authority for agencies to destroy/delete source records after a record has been produced for inclusion in the appropriate recordkeeping system.”

NEW PARAGRAPH TO BE ADDED TO THE INTRODUCTIONS TO GRS 1-16, 18, AND 23:

“A new item has been added to this schedule to authorize the destruction of source records, regardless of physical format, that are maintained in addition to the record in an agency recordkeeping system. This item covers records that are used to create the recordkeeping copy, e.g., the electronic record that remains on electronic mail and word processing utilities after a record has been produced for inclusion in a recordkeeping system.”

NEW ITEM TO BE ADDED TO GRS 1-16, 18, AND 23

Electronic Mail and Word Processing System Copies.

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

- a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Destroy/delete within 180 days after the recordkeeping copy has been produced.

- b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Destroy/delete when dissemination, revision, or updating is completed.

- Item 1. GRS 1, Civilian Personnel Records, item 42
- Item 2. GRS 2, Payrolling and Pay Administration Records, item 31
- Item 3. GRS 3, Procurement, Supply, and Grant Records, item 18
- Item 4. GRS 4, Property Disposal Records, item 5
- Item 5. GRS 5, Budget Preparation, Presentation, and Apportionment Records, item 5
- Item 6. GRS 6, Accountable Officers' Accounts Records, item 12
- Item 7. GRS 7, Expenditure Accounting Records, item 5
- Item 8. GRS 8, Stores, Plant, and Cost Accounting Records, item 8
- Item 9. GRS 9, Travel and Transportation Records, item 6
- Item 10. GRS 10, Motor Vehicle Maintenance Records, item 8
- Item 11. GRS 11, Space and Maintenance Records, item 6
- Item 12. GRS 12, Communications Records, item 9
- Item 13. GRS 13, Printing, Binding, Duplication, and Distribution Records item 7
- Item 14. GRS 14, Information Services Records, item 37
- Item 15. GRS 15, Housing Records, item 8
- Item 16. GRS 16, Administrative Management Records, item 15
- Item 17. GRS 18, Security and Protective Services Records, item 30
- Item 18. GRS 23, Records Common to Most Offices Within Agencies, item 10

In addition, the following changes will be made^a to the narrative sections of the GRS:

INTRODUCTION TO THE GRS:

A new item has been added to GRS 1-16, 18, and 23 to provide disposition instructions for electronic mail and word processing copies, maintained apart from the recordkeeping copy, of the records described in the other items in those schedules. The other items authorize the disposition of the recordkeeping copy. The electronic mail and word processing records covered by the new item in each of those schedules are those that remain in personal and shared directories after the recordkeeping copy has been produced, and electronic copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

NEW PARAGRAPH TO BE ADDED TO THE INTRODUCTIONS TO GRS 1-16, 18, AND 23:

A new item has been added to this schedule to authorize the destruction of electronic mail and word processing records maintained by agencies in addition to the copy in the recordkeeping system. This item covers electronic copies of electronic mail and word processing records created and used solely to produce the recordkeeping copy, and electronic copies of electronic mail and word processing records that are needed in addition to the recordkeeping copy for dissemination, revision, or updating.