

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>N1-64-01-1</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>2/5/2001</i>	
1 FROM (Agency or establishment) National Archives & Records Administration		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION Office of the Federal Register (NF)			
3 MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Laurence C. Patlen	5 TELEPHONE NUMBER (301) 713-7330 x225	DATE <i>6-6-01</i>	ARCHIVIST OF THE UNITED STATES <i>J. 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 <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 FEB 5 2001	SIGNATURE OF AGENCY REPRESENTATIVE <i>John W. Paul</i>		TITLE NARA Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Records of the Office of the Federal Register (NF) (See next page)		

JH 06/07/01 *copy to NWMD / NWMA / NR*

<u>Item No.</u>	<u>Description of Item and Proposed Disposition</u>	<u>GRS or Superseded Job Citation</u>
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1505. Publication Papers

1505-3 Legal documents of Federal agencies published in the Federal Register and related materials filed after December 31, 1978

1	1505-3a. Rules Each document in this classification will have "Rule" stamped on the first page	(N1-64-87-1)
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Cut off every 6 months, hold 6 months, and retire to records center. Destroy when 10 years old

2	1505-3b Proposed rules. Each document in this classification will have "Proposed-Rule" stamped on the top of each page	(N1-64-87-1)
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WITHDRAWN	Cut off every 6 months, hold 6 months, and retire to records center. Destroy when 2 years old.	WITHDRAWN
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3	1505-4. Legal documents of Federal agencies and related materials received for publication in the Federal Register but not filed for public inspection, withdrawn from publication, and not retrieved by the issuing agency	(new)
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Destroy 60 days after withdrawal date if not retrieved sooner by issuing agency.

1507. Federal Register Document Control Files

NA Form 15000, Federal Register Document, and related records accumulated in recording the publication of documents in the Federal Register

4	1507-1 Record copy.	(N1-64-87-1)
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Cut off at the end of the calendar year, hold 1 year, and retire to records center Destroy when 5 years old.

RECORDS ARE NO LONGER ACCUMULATING

Item 5. Word Processing Files and Electronic Mail (Email) Records

a. **[NEW]** Word Processing Files: Documents such as letters, memoranda, reports, handbooks, directives, and manuals recorded on electronic media, such as hard disks or floppy diskettes, after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes.

Disposition: Delete from the word processing system when no longer needed for updating or revision.

b. **[NEW]** Email Records: Senders' and recipients' versions of email messages that meet the definition of Federal records, and any attachments to the record messages after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes.

Disposition: Delete from the email system after copying to a recordkeeping system.

NOTE: Along with the message text, the recordkeeping system must capture the names of the sender and recipients and date (transmission data for recordkeeping purposes) and any receipt data when required.