

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>12-20-01</i>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Executive Direction			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Paul Tessler	4. TELEPHONE NUMBER 928-779-2721	DATE 9-3-02	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>2</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 <i>1/30/02</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>C. P. Agency</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 GRS OR SUPERSEDED JOB CITATION	10.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. 1a.	<u>Commissioner/Executive Director Files, 1976-1989</u> These textual files are organized by date, subject, and assigned a number. (For example, 101.1, Relocation Authority, is carried forward annually with a new file created each year as needed.) The files include records of ①Commission Meeting Files-records of public meetings held by the Commission at which final action was taken on policy matters and other business, meeting notices, agendas and Executive Director Work Session Files. ②Subject Files-proposed land acquisition (93-531) proposed program activity files, research and planning, surveys and services to relocatees. Disposition: Permanent. Cut-off at the closure of the ONHIR and transfer to the National Archives and Records Administration. These records consist of approximately <u>50</u> cubic feet in volume. <i>25</i>		
<i>C. P. Agency</i>			

7. ITEM NO :	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GPO JOB SUPERSEDES JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
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>Disposition:</p> <ol style="list-style-type: none"> 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. 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. 		
2.	<p><u>Executive Director Files, 1989-to Date</u></p>		
2a.	<p>Textual files that are organized by date, subject and number. The files contain records of meetings, records of work session, proposed program activities, research and planning. This series will continue until the close of the ONHIR.</p> <p>Disposition: Permanent. Cut-off at the closure of the ONHIR and transfer to the National Archives and Records Administration. These reports consist of approximately 50³⁵ cubic feet in volume.</p>		
2b.	<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"> 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. 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. 		
3.	<p><u>Commissioner Records, 1990-94</u></p>		
3a.	<p>These files are organized by date, subject and assigned number. The subject files consist of materials relating to program activities, development and research, surveys and client activity.</p> <p>Disposition: Permanent. Cut-off at the closure of the ONHIR and transfer to the National Archives and Records Administration. These records consist of approximately 50¹⁵ cubic feet in volume.</p>		

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