June 17, 1991

NARA Bulletin No. 91-5
Attachment

# REQUEST FOR RECORDS DISPOSITION AUTHORITY

*(See Instructions on reverse)*

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1 FROM (Agency or establishment)
DEPARTMENT OF THE NAVY

2 MAJOR SUBDIVISION
NAVAL RESEARCH LAB

3 MINOR SUBDIVISION

| 4 NAME OF PERSON WITH WHOM TO CONFER | 5. TELEPHONE |
|---|---|
| MR. DEAN BUNDY | 202-767-1326 |

LEAVE BLANK (NARA use only)

JOB NUMBER
N1-NU-97-5

DATE RECEIVED
9/2/97

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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 | ARCHIVIST OF THE UNITED STATES |
|---|---|
| 4-27-00 | WITHDRAWN |

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,

[X] is not required; [ ] is attached; or [ ] has been requested.

| DATE | SIGNATURE OF AGENCY REPRESENTATIVE | TITLE |
|---|---|---|
| 9/22/97 | Barbara Nosso | Records Management Branch |

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
|---|---|---|---|
| | SSIC 3900<br><br>20. ORIGINAL COOPERATIVE RESEARCH AND DEVELOPMENT AGREEMENTS (CRADA'S) DOCUMENTS.<br><br>a. Original Completed and Accepted CRADA'S. CRADA'S are signed contractual agreements that the Naval Research Laboratory negotiates with industrial, government or academic partners in order to share or transfer technology or to cooperatively share or exchange knolwedge or information regarding research or technical developments. NRL CRADA'S are joint agreements established between the Laboratory, the Navy's corporate research facility, under the authority of Chief of Naval Research, and its partners. CRADA'S are administered by and retained in the NRL Technology Transfer Office.<br><br>Permanent. Cut off after date of final signature. Retain on board for 5 years, then transfer to the Washington National Records Center. Transfer to NARA when 25 years old. If the CRADA results in the establishment of a research project case file, the case file number should be recorded on the CRADA document and a copy of it included with the project case file. | | Job withdrawn |



Agency

| REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION | JOB NUMBER | PAGE OF |
|---|---|---|

| 7 ITEM NO | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARA USE ONLY) |
|---|---|---|---|
| | 20. | | |
| | b. CRADA Project Working Files. Records created or received that document CRADA progress from beginning to completion, or termination. Records include, but are not limited to, proposals, project planning and qualification records, start-up reports, correspondence, budgetary documentation, and other records accumulated in support of the CRADA. | | |
| | Cut off when CRADA is completed and signed, or terminated. Transfer one record set to project partner. Retain one record set on board for 3 years before transfer to the Washington National Records Center. Destroy when 10 years old. | | |

c. 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 included are electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

(1) Copies that have no further administrative value after the recordkeeping copy is made. Included are 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.

Delete within 180 days after the recordkeeping copy has been produced.

(2) Copies used for updating, revision, or dissemination that are maintained in addition to the recordkeeping copy.

Delete when updating, revision, or dissemination is completed.

[R. Wire added this page per D. Bundy's 10/1/1999 agreement.]