

CHAPTER 5

RECORDS DISPOSITION PROGRAM

1. OBJECTIVES. The objectives of a records disposition program are to:
 - a. Provide for the proper maintenance of records deemed appropriate for permanent preservation.
 - b. Ensure efficient and prompt disposal of records no longer needed for current business.
 - c. Promote economy and efficiency by maintaining a sound program through the control of Agency records.

2. BASIC ELEMENTS. The primary steps in the development of a records disposition program are to:
 - a. Inventory all records in the custody of the Agency.
 - b. Formulate specific disposition instructions for each series of records, including retention periods for temporary records, transfer periods for permanent records, and instructions for the retirement of records to Federal Records Centers, when applicable.
 - c. Assemble the disposition instruction for each series of records into a comprehensive Agency records disposition schedule.
 - d. Obtain approval of the records disposition schedule from the National Archives and Records Administration.
 - e. Apply the approved records disposition schedule to all records of the Agency.