

**RECORDS SCHEDULING REQUEST PERMANENT RECORDS**

**Complete this page for each permanent record item.**

**23. PERMANENT RETENTION INSTRUCTIONS**

If this item has multiple sections, indicate here records to which this section applies:

\_\_\_\_\_

**24. DISPOSITION INSTRUCTION/CUT-OFF INSTRUCTIONS**

**25. TRANSFER ELECTRONIC RECORDS TO THE NATIONAL ARCHIVES FOR PRE-ACCESSIONING**

- Transfer electronic records to the National Archives for pre-accessioning immediately after \_\_\_\_\_
- Transfer electronic records to the National Archives for pre-accessioning \_\_\_\_\_ year(s) after \_\_\_\_\_

**26. TRANSFER TO THE NATIONAL ARCHIVES FOR ACCESSIONING**

- Transfer to the National Archives immediately after \_\_\_\_\_
- Transfer to the National Archives \_\_\_\_\_ year(s) after \_\_\_\_\_
- Transfer to the National Archives \_\_\_\_\_ year(s) and \_\_\_\_\_ month(s) after \_\_\_\_\_
- Transfer to the National Archives between \_\_\_\_\_ year(s) and \_\_\_\_\_ year(s) after \_\_\_\_\_
- Transfer to the National Archives in \_\_\_\_\_ year blocks \_\_\_\_\_ year(s) after \_\_\_\_\_
- Other

**27. ADDITIONAL INFORMATION**

First year of records accumulation:

End year of records accumulation:

- Records ceased accumulation in \_\_\_\_\_
- Records are still being accumulated

**28. What will be the date span of the initial transfer of records to the National Archives?**

- From \_\_\_\_\_ To \_\_\_\_\_
- Unknown:

**29. How frequently will your agency transfer these records to the National Archives?**

- Every \_\_\_\_\_
- Unknown:

**30. Estimated Current Volume**

Electronic/Digital: \_\_\_\_\_  
Paper: \_\_\_\_\_ Cubic feet  
Microform:  
\_\_\_\_\_ Microfilm Rolls \_\_\_\_\_ Linear Feet of Microfiche  
Hardcopy or Analog Special Media \_\_\_\_\_ Units \_\_\_\_\_

**31. Annual Accumulation**

Electronic/Digital: \_\_\_\_\_  
Paper: \_\_\_\_\_ Cubic feet  
Microform:  
\_\_\_\_\_ Microfilm Rolls \_\_\_\_\_ Linear Feet of Microfiche  
Hardcopy or Analog Special Media \_\_\_\_\_ Units \_\_\_\_\_

**32. Revision Notes:**