

Coordinating disposition and taking appropriate actions for temporary records

Instructions for Using This Job Aid

Use this job aid when you are assigned to coordinate disposition and take appropriate actions for temporary records. Check off each step when you have completed the step.

Procedure	Actions/Decisions	
1. Dispose of temporary agency records stored at a (NARA) Federal Records Center (FRC).	1. Receive quarterly disposition notice from FRC or ARCIS.	<input type="checkbox"/>
	2. Retrieve relevant Standard Form (SF) 135s and box list(s) from your files. If you cannot locate the SF 135, search ARCIS by applicable transfer number for a scanned copy.	<input type="checkbox"/>
	3. Request the servicing FRC to see if box lists are on file or in the first box of the transfer.	<input type="checkbox"/>
	4. Check with the Agency Records Officer (ARO) or other appropriate source (e.g. General Counsel) for litigation or other records holds/freezes affecting the records listed on the notice.	<input type="checkbox"/>
	5. Use local information or that on the Standard Form (SF) 135 or in ARCIS to determine the originating office of the records listed on the disposition notice.	<input type="checkbox"/>
	6. If such holds exist, then contact the originating office, negotiate a new disposition date for the records listed, and respond to the FRC with a new disposition date or identification of the applicable NARA-established Freeze.	<input type="checkbox"/>
	7. If no holds exist, forward the notice, relevant SF 135s, and any existing box list(s) to the originating office with written or verbal instructions, including relevant SOPs, regarding reviewing the forwarded documents and a deadline to respond to the disposition notice.	<input type="checkbox"/>

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	8. If the originating office approves disposal of the records, sign and date the notice or forward it to the appropriate official(s) (e.g. program manager, General Counsel, ARO) to review and sign, and return it to the servicing FRC.	<input type="checkbox"/>
	9. If the originating office disapproves disposal of the records, offer a new proposed disposition date on the notice or in ARCIS and return, or forward it to the appropriate official(s) (e.g. program manager, General Counsel, ARO) for determination and return it to the servicing FRC.	<input type="checkbox"/>
	10. Maintain a record of all FRC disposal approvals and deferrals.	<input type="checkbox"/>
	11. Retain this record, along with paper or electronic copies of all required documentation (signed disposition notices, SFs 135, etc.), according to applicable agency policy and retention rules.	<input type="checkbox"/>
2. Dispose of temporary agency records eligible for final disposition and stored onsite or at a records holding area.	1. Receive internal records destruction form completed by the records' office of origin or current custodian and approved and signed by the appropriate program manager.	<input type="checkbox"/>
	2. Compare the records listed on the destruction form and any accompanying container listings to the agency records manual. Verify the records are eligible for destruction.	<input type="checkbox"/>
	3. Check with the ARO or other appropriate source (e.g. General Counsel) for litigation or other holds/freezes affecting the records listed on the form.	<input type="checkbox"/>
	4. If such holds exist, then contact the originating office, negotiate a new disposition date for the records listed on the form, sign and date it, and return to the originating office.	<input type="checkbox"/>

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	5. If no records holds/freezes exist and other disposition information on the form is correct, then approve and sign the form, and return it to the originating office.	<input type="checkbox"/>
	6. If no records holds/freezes exist, but other disposition information on the form is incorrect, then inform the originating office of the error(s) and return the destruction form unapproved.	<input type="checkbox"/>
	7. Verify that records approved for internal destruction are destroyed according to applicable agency procedures by periodically auditing internal records destruction documentation.	<input type="checkbox"/>
	8. Verify that records not approved for internal destruction are retained by periodically auditing office file plans and filing stations.	<input type="checkbox"/>
	9. Maintain a record, using either a spreadsheet, database, or text document, of all internal records disposal approvals and deferrals.	<input type="checkbox"/>
	10. Retain this record, along with paper or electronic copies of all required documentation (signed disposition notices, box lists, etc.), according to applicable agency policy and retention rules.	<input type="checkbox"/>