

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-241-90-006

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 06/30/2022

## **ACTIVE ITEMS**

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All other items remain active.

## **SUPERSEDED AND OBSOLETE ITEMS**

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 5 was superseded by N1-241-96-005, item 53b

Item 6 was superseded by N1-241-96-005, item 62

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

*NI-241-90-6*

DATE RECEIVED

*3-5-90*

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

TO: GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (Agency or establishment)

DEPARTMENT OF COMMERCE  
2. MAJOR SUBDIVISION

OFFICE OF PATENTS AND TRADEMARKS  
3. MINOR SUBDIVISION

OFFICE OF INFORMATION STSREMS  
4. NAME OF PERSON WITH WHOM TO CONFER

JANICE PICKERING

5. TELEPHONE EXT.

557-0410

DATE

*5/10/91*

ARCHIVIST OF THE UNITED STATES

*Act*  
*Claudia J. ...*

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 2 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence:  is attached; or  is unnecessary.

B. DATE

*3-1-90*

C. SIGNATURE OF AGENCY REPRESENTATIVE

*Janice Hall Pickering*

D. TITLE

*Records Officer*

7. ITEM NO.

8. DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods)

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARS USE ONLY)

RECORDS OF THE APS PROGRAM MANAGEMENT OFFICE.

1. **INCOMING CORRESPONDENCE, 1984 - .** Arranged chronologically. Includes copies of all incoming correspondence and attachments, if any, except for deliverables.

DISPOSITION: PERMANENT. Break file annually. Transfer to the Washington National Records Center when 3 years old. Transfer to the National Archives when 20 years old.

2. **OUTGOING CORRESPONDENCE, 1984- .** Arranged chronologically. Correspondence concerning the PRC contract signed by the Contracting Office's Technical Representative (COTR), Boyd Alexander.

DISPOSITION: PERMANENT. Break file annually. Transfer to the Washington National Records Center when 3 years old. Transfer to the National Archives when 20 years old.

*Copies sent to agency, NN-W, NN-T, NN-X, NCF*

*5/15/90*

**REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION**

JOB NO.

NI-241-90-6

PAGE

2 OF 2

7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
3.	<p><b>DELIVERABLES FILE, 1984 - .</b> Arranged chronologically. A record copy of each deliverable received from PRC as part of their contract. Examples of deliverables include manuals, copies of code, special reports, planning documents, and other records exclusive of items purchased from third parties for PTO (see Item 4).</p> <p>DISPOSITION: PERMANENT. Break file annually. Transfer to the Washington National Records Center when 2 years old. Transfer to the National Archives when 20 years old. Items purchased from third parties may be removed by National Archives staff during processing.</p>		
4.	<p><b>DELIVERABLES NOT REQUIRED IN THE CONTRACT, 1989 -</b> Arranged chronologically. Consists of reference materials, copies of proprietary software for review, and other items not required by the contract, but provided by the PRC.</p> <p>DISPOSITION: DESTROY when no longer needed.</p>		
5.	<p><b>PRODUCT DELIVERABLES AND ACCEPTANCE MANAGEMENT SYSTEM (PDAMS), 1989 - .</b> Database system used to track deliverables, incoming correspondence, and outgoing correspondence. System produces a variety of reports including overdue and pending deliverables, past due responses, and projected deliverables.</p> <p>DISPOSITION: Maintain database system until corresponding paper records are transferred to WNRC; then destroy. Provide NARA with final updated printouts sorted by task order, title, and date.</p>		
6.	<p><b>SOFTWARE DEVELOPMENTS NOTEBOOKS MAINTAINED BY THE APS USER REPRESENTATIVE STAFF.</b> Arranged by project. Notebooks containing flowcharts, user study materials memoranda, reports, and other records used to develop the software to use the APS. Notebooks document the evolution of the software, the input of the APS User staff on the development, and software user training.</p> <p>DISPOSITION: Transfer to WNRC upon completion of software development project. Destroy 10 years after project completion.</p>		

*OK JHP  
1/8/91  
4-17-91*