

NOTIFICATIONS FOR PREVIOUSLY SCHEDULED PERMANENT RECORDS

REQUIRED INFORMATION

[This section must be completed before a notification may be submitted]

1. **NAME OF AGENCY** [Agency that has legal custody of the records]
2. **ORGANIZATIONAL UNIT(S) OR AGENCY PROGRAM THE RECORDS SUPPORT** [Name of agency component that creates or receives the records. This is the office that uses the records for its business (i.e., not the IT office that maintains the systems containing the records)]
3. **NAME OF ELECTRONIC SYSTEM**
4. **CURRENT DISPOSITION AUTHORITY REFERENCE(S)** [The previously approved NARA job and item number, e.g., N1-59-97-2, Item 2]
5. **FORMAT(S) OF THE ELECTRONIC RECORDS** [Check all that apply]

- SCANNED IMAGES OF TEXTUAL FILES*
- RECORDS IN PORTABLE DOCUMENT FORMAT (PDF)*
- DIGITAL PHOTOGRAPHIC RECORDS*
- E-MAIL MESSAGES WITH ATTACHMENTS*
- OTHER

IF OTHER, SPECIFY:

For those formats marked with an asterisk, please complete and attach the appropriate certification form for the specific format of the records selected above. Certification forms are available at <http://www.archives.gov/records-mgmt/media-neutral/>. Technical information requirements for these types of electronic records are specified in NARA guidance available at <http://www.archives.gov/records-mgmt/initiatives/erm-guidance.html>.

6. **PERSON WITH WHOM TO CONFER (Include name, title, and phone number and/or email address)**

7. **NAME OF AGENCY REPRESENTATIVE [Person authorized to act for the agency in records disposition matters, e.g., signs SF 115s submitted to NARA]**

Signature	Date

SUPPLEMENTARY INFORMATION

[NARA requests that agencies provide the following additional information when submitting a notification]

8. **TRANSFER AND ACCESSION INSTRUCTIONS** [Transfer refers to when non-current records are moved to off-site storage. Accession refers to when permanent records are transferred to NARA legal custody]

Transfer and accession instructions specified in previously approved schedule will remain the same for the electronic records

Transfer and/or accession instructions will be modified in the case of electronic records as follows:

9. SCOPE OF AUTOMATION

a. Date of Format Change [Date when electronic records were first created]

b. Indicate below whether all records covered by the previously approved NARA authority that are created after the above date will be maintained electronically

YES

NO (If No, specify which records will be maintained in hard copy):

[In some cases, all records covered by a previously approved authority will be created electronically. In other instances, some records covered by the previously approved authority (e.g., records of some agency offices) will continue to be created and maintained in hard copy. For planning purposes, it is important for NARA to know this.]

c. Indicate below whether all records created before the above date will be converted to an electronic format

YES

NO

[Sometimes, when agencies implement electronic recordkeeping, they convert their older hard copy records to an electronic format. In other cases, they retain older files in hard copy and only implement electronic recordkeeping on a day-forward basis. For planning purposes, it is important for NARA to know this.]

d. Is there an electronic index or finding aid for these records?

YES

NO