

## RECORDS DISPOSITION SCHEDULE 4

## FIELD SUPPORT RECORDS

This schedule covers records accumulated in Headquarters relating to Field Support functions and performance. This schedule was formerly identified as Records Schedule 4, Field Operations Supervision Records.

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
1.	General Correspondence. Includes policy material and instructions, interdivision memoranda including instructions to Region and Field Offices, general memoranda from offices responsible for other functions with respect to field operational matters.	Destroy when 5 years old. (NARA Job NC1-207-76-12, item 1)
2.	Administrative Correspondence. File includes general administrative correspondence not of a substantive nature, copies of personnel and budget correspondence, printing and supply requisitions, general memoranda and other matter relative to the nonprogram administration of the field operations function. These records are of temporary value.	Destroy when 2 years old. (NARA Job NC1-207-76-12, item 2)
3.	General Field Operations Program Correspondence, Relating Chiefly to Procedural Matters and Requests for Information. This is general routine correspondence of a non-policy nature with respect to program and other administrative matters. Records include matters of a routine nature. They will have no further operational value after 3 years.	Destroy when 3 years old. (NARA Job NC1-207-76-12, item 3)
4.	Chronological File, Field Operations Supervision. Temporary reference value only.	Destroy when 3 years old or after completion of Audit by GAO, whichever is earlier. (NARA Job NC1-207-76-12, item 4)