

Moving? Consolidating? Reorganizing?

- 1. Organize active files for transfer to the successor program, agency, or person**
- 2. Apply NARA approved disposition authorities**
- 3. Destroy inactive files eligible for destruction**
- 4. Transfer eligible permanent records to the National Archives**
- 5. Retire inactive files not eligible for transfer or destruction**
- 6. Follow agency guidelines on removal of personal papers**

QUESTIONS?

Call your Records Officer