

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0168-2016-0003**

Schedule Status      **Approved**

Agency or Establishment      **National Guard Bureau**

Record Group / Scheduling Group      **Records of the National Guard Bureau**

Records Schedule applies to      **Major Subdivision**

Major Subdivision      **Legislative Liaison - Inquiries**

Schedule Subject      The following constitutes the records retention schedule for the office of the Legislative Liaison - Inquiries. This proposed records retention schedule implements the provisions of CNGBI 0500.01 NGB Relations with Congress. High Level Legislative Branch Inquires are sent to the Army, Air and Joint Legislative Liaison from the White House and/or OSD. NGB Executive Secretariat office funnels these inquiries to NGB LL-I office via an electronic tasking system. Documents include, but are not limited to, policy related inquiries, budget, appropriations and other funding concerns, testimony, responses to questions for the record and other significant correspondence and inquiry responses. Issues of sufficient public interest may warrant permanent retention. The files are maintained at the division level are saved on a share drive, archived and are in hard copy as well.

Internal agency concurrences will be provided      **No**

Background Information      Files of significant value will have correspondence from the Director of LL-I, Chief of National Guard Bureau (CNGB), Vice Chief of National Guard Bureau (VCNGB), Director of the Army National Guard (DARNG), Director of the Air National Guard (DANG) and include information described in the Records Series Description. Pre-accessioning of electronic records is authorized with NARA approval.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
<b>3</b>	<b>1</b>	<b>2</b>	<b>0</b>

### GAO Approval

## Outline of Records Schedule Items for DAA-0168-2016-0003

Sequence Number	
1	Legislative Liaison High Level Inquiries Disposition Authority Number: DAA-0168-2016-0003-0001
2	Legislative Liaison Routine Inquiries Disposition Authority Number: DAA-0168-2016-0003-0002
3	Legislative Liaison Inquiries - Hard Copy Files Disposition Authority Number: DAA-0168-2016-0003-0003

## Records Schedule Items

Sequence Number	
1	<p data-bbox="354 427 878 455"><b>Legislative Liaison High Level Inquiries</b></p> <p data-bbox="354 478 1127 506">Disposition Authority Number     DAA-0168-2016-0003-0001</p> <p data-bbox="354 532 1476 783">High Level Legislative Branch Inquires Files of significant value will have correspondence from the Director of LL-I, Chief of National Guard Bureau (CNGB), Vice Chief of National Guard Bureau (VCNGB), Director of the Army National Guard (DARNG), Director of the Air National Guard (DANG) Documents include, but are not limited to, policy related inquiries, budget, appropriations and other funding concerns, testimony, responses to questions for the record and other correspondence of a substantial nature with historical significance.</p> <p data-bbox="354 806 906 834">Final Disposition                      Permanent</p> <p data-bbox="354 857 837 885">Item Status                              Active</p> <p data-bbox="354 908 808 936">Is this item media neutral?          Yes</p> <p data-bbox="354 959 794 1081">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      No</p> <p data-bbox="354 1121 656 1149"><b>Disposition Instruction</b></p> <p data-bbox="354 1176 1429 1247">Cutoff Instruction                      5 years after date of report, but longer retention is authorized if required for business use.</p> <p data-bbox="354 1270 1429 1376">Transfer to Inactive Storage          Transfer to NARA 30 calendar years following the cutoff. Pre-accessioning of electronic records is authorized with NARA approval.</p> <p data-bbox="354 1400 1453 1506">Transfer Electronic Records to the National Archives for Pre-Accessioning      Transfer electronic records to the National Archives for pre-accessioning immediately after NARA approval</p> <p data-bbox="354 1530 1421 1589">Transfer to the National Archives for Accessioning      Transfer to the National Archives 30 year(s) after cutoff</p> <p data-bbox="354 1632 656 1659"><b>Additional Information</b></p> <p data-bbox="354 1687 826 1715">First year of records accumulation      2008</p> <p data-bbox="354 1738 1026 1830">What will be the date span of the initial transfer of records to the National Archives?      From 2008 To 2043</p> <p data-bbox="354 1853 967 1942">How frequently will your agency transfer these records to the National Archives?      Every 30 Years</p>

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	5 GB	500 MB
Paper		
Microform		
Hardcopy or Analog Special Media		

2

**Legislative Liaison Routine Inquiries**

Disposition Authority Number      DAA-0168-2016-0003-0002

**Correspondence of a routine non-policy nature with no historical value.**

Final Disposition                      Temporary

Item Status                              Active

Is this item media neutral?          Yes

Do any of the records covered  
by this item currently exist in  
electronic format(s) other than e-  
mail and word processing?      No

**Disposition Instruction**

Cutoff Instruction                      After date of report

Retention Period                        Destroy 5 year(s) after cutoff

**Additional Information**

GAO Approval                            Not Required

3

**Legislative Liaison Inquiries - Hard Copy Files**

Disposition Authority Number      DAA-0168-2016-0003-0003

**Correspondence of all Congressional inquiries to the agency and response by  
National Guard leadership.**

Final Disposition                      Temporary

Item Status                              Active

Is this item media neutral?          No

Explanation of limitation

This line item covers files in paper format only. The agency should refer to instructions from the agency Records Officer.

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?

No

Disposition Instruction

Cutoff Instruction

After date of report

Retention Period

Destroy immediately after cutoff or until no longer needed for business purposes.

Additional Information

GAO Approval

Not Required

## Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

## Signatory Information

Date	Action	By	Title	Organization
03/03/2016	Certify	Carl Stowe	Records Officer	NGB - NGB
07/29/2016	Return for Revision	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
08/01/2016	Submit For Certification	Paolo Perez	Records Management Analyst	Army National Guard - Air National Guard
08/04/2016	Certify	Carl Stowe	Records Officer	NGB - NGB
08/23/2016	Return for Revision	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
08/31/2016	Submit For Certification	Paolo Perez	Records Management Analyst	Army National Guard - Air National Guard
09/01/2016	Certify	Carl Stowe	Records Officer	NGB - NGB
11/21/2016	Submit for Concurrence	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
11/23/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
11/28/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
12/01/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist