

Request for Records Disposition Authority

Records Schedule Number DAA-0536-2013-0001

Schedule Status Approved

Agency or Establishment Advisory Council on Historic Preservation

Record Group / Scheduling Group Records of the Advisory Council on Historic Preservation

Records Schedule applies to Agency-wide

Schedule Subject Preserve America Presidential Awards files

Internal agency concurrences will be provided No

Background Information Files include final background information about the awards program, successful nominations, and results from staff/jury reviews and screenings for successful applicants; official correspondence; White House transmittal materials, White House event components, including correspondence, planning materials, images, press releases, and write ups; winner brochures, images, program transitions, and award criteria revisions. Materials may be protected from access under the Privacy Act.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	1	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0536-2013-0001

Sequence Number	
1	Background files, successful nominations, and related materials Disposition Authority Number: DAA-0536-2013-0001-0001
2	Non-winning nominations, related deliberation materials, and administrative files Disposition Authority Number: DAA-0536-2013-0001-0002

Records Schedule Items

Sequence Number	
1	<p data-bbox="345 380 1243 411">Background files, successful nominations, and related materials</p> <p data-bbox="345 432 1149 464">Disposition Authority Number DAA-0536-2013-0001-0001</p> <p data-bbox="345 485 1520 716">Files include final background information about the awards program, successful nominations, and results from staff/jury reviews and screenings for successful applicants; official correspondence; White House transmittal materials, White House event components, including correspondence, planning materials, images, press releases, and write ups; winner brochures, images, program transitions, and award criteria revisions.</p> <p data-bbox="345 737 919 768">Final Disposition Permanent</p> <p data-bbox="345 789 849 821">Item Status Active</p> <p data-bbox="345 842 818 873">Is this item media neutral? Yes</p> <p data-bbox="345 894 818 1020">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p data-bbox="345 1041 803 1125">Do any of the records covered by this item exist as structured electronic data? No</p> <p data-bbox="345 1167 659 1199">Disposition Instruction</p> <p data-bbox="345 1230 1373 1262">Cutoff Instruction Cut off after each annual award cycle ends.</p> <p data-bbox="345 1283 1520 1503">Transfer to the National Archives for Accessioning Transfer textual materials in five year blocks to NARA when the latest record in the block is fifteen years old, or when no longer needed for reference, whichever is longer. Transfer electronic records to NARA five years in five year blocks when the earliest record in the block is five years old.</p> <p data-bbox="345 1545 654 1577">Additional Information</p> <p data-bbox="345 1608 833 1640">First year of records accumulation 2003</p> <p data-bbox="345 1661 1040 1755">What will be the date span of the initial transfer of records to the National Archives? From 2003 To 2008</p> <p data-bbox="345 1776 963 1860">How frequently will your agency transfer these records to the National Archives? Every 5 Years</p>

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	12 Cubic feet	2.4 Cubic feet
Microform		
Hardcopy or Analog Special Media		

2

Non-winning nominations, related deliberation materials, and administrative files

Disposition Authority Number **DAA-0536-2013-0001-0002**

Files relate to non-winning nominations and related deliberation materials, such as staff and jury review sheets. Materials also include administrative files, such as draft materials, calls for nominations, marketing materials, nomination processing, and unofficial correspondence.

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? Yes

Do any of the records covered by this item exist as structured electronic data? No

Disposition Instruction

Cutoff Instruction Cut off after each annual award cycle ends.

Retention Period Destroy 4 year(s) after cut off or when no longer needed for reference occurs, whichever is later

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
06/05/2013	Certify	Kelly Fanizzo	Program Analyst / Attorney Advisor	ACHP - OFAP
08/06/2013	Submit for Concurrence	Henry Wolfinger	Appraiser	National Archives and Records Administration - Records Management Services
08/07/2013	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
08/07/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
08/11/2013	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist