NARA Records Schedule

All Chapters

(Includes files numbers that refer to the GRS for Use)

Listing Date: 11/06/2019

National Archives & Records Administration

Listing of Active NARA Records Schedule Items *(Includes files that refer to the GRS)*

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Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
Chapter 1, Mission and Organization Policies and Procedures 101 Organizational Files 101-1	Organizational charts and reorganization studies. Records and graphics that provide a detailed description and illustration of the arrangement, administrative structure, and geographic boundaries of the functional units of NARA. Reorganization studies may include final recommendations, proposals, and staff evaluations. Reorganization case files are maintained by the Policy and Planning Staff (NPOL) in the directives case files, file no. 104-1. Records maintained by NPOL.	Permanent N01-0064-1990-0001 Item 101-1 PERMANENT. Transfer to NARA in 5-year blocks when 10 years old. (N1-064-90-1)
101 Organizational Files 101-2	Organizational charts and reorganization studies. Records and graphics that provide a detailed description and illustration of the arrangement, administrative structure, and geographic boundaries of the functional units of NARA. Reorganization studies may include final recommendations, proposals, and staff evaluations. Reorganization case files are maintained by the Policy and Planning Staff (NPOL) in the directives case files, file no. 104-1. Working files maintained by NPOL staff members.	Temporary N01-0064-2000-0008 Item 1 Destroy when no longer needed for reference. (N1-64-00-8, item 1)
101 Organizational Files 101-3	Organizational charts and reorganization studies. Records and graphics that provide a detailed description and illustration of the arrangement, administrative structure, and geographic boundaries of the functional units of NARA. Reorganization studies may include final recommendations, proposals, and staff evaluations. Reorganization case files are maintained by the Policy and Planning Staff (NPOL) in the directives case files, file no. 104-1. Records maintained by other offices.	Temporary N01-0064-1990-0001 Item 101-2 Destroy when superseded OR obsolete. (N1-64-90-1)
102 NARA Regulations Case Files 102-1	Case files containing a copy of proposed or final regulations and related records; comments from internal NARA stakeholders, other agencies, and members of the public; and a copy of the published regulation. Official case file maintained by the Strategy and Performance Division (MP). Arranged by regulation.	Permanent N01-0064-1996-0002 Item 1 PERMANENT. Cut off when final rule is published OR rulemaking is ended. Transfer to NARA in 10-year blocks when 20 years old. (N1-64-96-2, item 1)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
102 NARA Regulations Case Files 102-2	Case files containing a copy of proposed or final regulations and related records; comments from internal NARA stakeholders, other agencies, and members of the public; and a copy of the published regulation. Case files (maintained by MP) on regulatory reviews that do not result in new or revised regulations.	Temporary N01-0064-1993-0002 Item 1 Cut off upon completion of review. Destroy at end of next review cycle. (N1-64-93-2, item 1)
102 NARA Regulations Case Files 102-3	Case files containing a copy of proposed or final regulations and related records; comments from internal NARA stakeholders, other agencies, and members of the public; and a copy of the published regulation. Unofficial case files maintained by other offices.	Temporary N01-0064-1987-0001 Item 102-2 Destroy when superseded, obsolete, OR no longer needed for reference. (N1-64-87-1)
103 External Directives Case Files 103-1	Documents reflecting the preparation, review, clearance, and publication of external directives, such as NARA Bulletins and General Records Schedules (GRS) transmittals. Included are: · Comments on the external directive; · Reconciliations of comments, including explanations about why any comments were rejected; · The original and a copy of the published directive; and · All other records that document important aspects of development of the directive. Official case files of NARA Bulletins and GRS transmittals maintained by MP. Arranged by number.	Permanent N01-0064-1993-0002 Item 2a PERMANENT. Cut off when superseded OR canceled. Transfer to NARA in 10-year blocks when 20 years old. (N1-64-93-2, item 2a)
103 External Directives Case Files 103-2	Documents reflecting the preparation, review, clearance, and publication of external directives, such as NARA Bulletins and General Records Schedules (GRS) transmittals. Included are: · Comments on the external directive; · Reconciliations of comments, including explanations about why any comments were rejected; · The original and a copy of the published directive; and · All other records that document important aspects of development of the directive. Official case files of other external directives maintained by the originating office, EXCEPT NARA Field Bulletins. (See file no. 103-4.)	Permanent N01-0064-1993-0002 Item 2b PERMANENT. Cut off when superseded OR canceled. Transfer to NARA in 10-year blocks when 20 years old. (N1-64-93-2, item 2b)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
103 External Directives Case Files 103-3	Documents reflecting the preparation, review, clearance, and publication of external directives, such as NARA Bulletins and General Records Schedules (GRS) transmittals. Included are: · Comments on the external directive; · Reconciliations of comments, including explanations about why any comments were rejected; · The original and a copy of the published directive; and · All other records that document important aspects of development of the directive. Unofficial case files maintained by other offices.	Temporary N01-0064-1987-0001 Item 103-2 Destroy when superseded, obsolete, OR no longer needed for reference. (N1-64-87-1)
103 External Directives Case Files 103-4	Documents reflecting the preparation, review, clearance, and publication of external directives, such as NARA Bulletins and General Records Schedules (GRS) transmittals. Included are: · Comments on the external directive; · Reconciliations of comments, including explanations about why any comments were rejected; · The original and a copy of the published directive; and · All other records that document important aspects of development of the directive. Official case files of NARA Field Bulletins.	Temporary N01-0064-1996-0002 Item 2 Cut off when superseded. Destroy when 4 years old. (N1-64-96-2, item 2)
104 NARA Directives Case Files 104-1a	Records reflecting the preparation, review, clearance, and publication of internal NARA program and administrative directives. Included are: · Comments on the internal directive; · Reconciliations of comments, including explanations about why any comments were rejected; · The original and a copy of the published directive; · The superseded NARA directive(s), including interim guidances (if applicable); · All other records that document important aspects of development of the directive; and · Any records related to waivers of the directive (in accordance with NARA 111, NARA Directives), if applicable. POLICY DIRECTIVES a. Official case files maintained by MP. Arranged by directive number.	Permanent N01-0064-1996-0002 Item 3a PERMANENT. Cut off when directive is signed. Transfer to NARA in 10-year blocks when 25 years old. (N1-64-96-2, item 3a)
104 NARA Directives Case Files 104-1b	Records reflecting the preparation, review, clearance, and publication of internal NARA program and administrative directives. Included are: · Comments on the internal directive; · Reconciliations of comments, including explanations about why any comments were rejected; · The original and a copy of the published directive; · The superseded NARA directive(s), including interim guidances (if applicable); · All other records that document important aspects of development of the directive; and · Any records related to waivers of the directive (in accordance with NARA 111, NARA Directives), if applicable. POLICY DIRECTIVES b. Unofficial case files maintained by other offices.	Temporary N01-0064-1987-0001 Item 104-2 Destroy when superseded, obsolete, OR no longer needed for reference. (N1-64-87-1)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
104 NARA Directives Case Files 104-1c	Records reflecting the preparation, review, clearance, and publication of internal NARA program and administrative directives. Included are: · Comments on the internal directive; · Reconciliations of comments, including explanations about why any comments were rejected; · The original and a copy of the published directive; · The superseded NARA directive(s), including interim guidances (if applicable); · All other records that document important aspects of development of the directive; and · Any records related to waivers of the directive (in accordance with NARA 111, NARA Directives), if applicable. POLICY DIRECTIVES c. Case files on directives that were developed but not issued.	Temporary N01-0064-2000-0008 Item 2a Cut off at close OR suspension of project. Destroy when 10 years old. (N1-64-00-8, item 2a)
104 NARA Directives Case Files 104-2a	Records reflecting the preparation, review, clearance, and publication of internal NARA program and administrative directives. Included are: · Comments on the internal directive; · Reconciliations of comments, including explanations about why any comments were rejected; · The original and a copy of the published directive; · The superseded NARA directive(s), including interim guidances (if applicable); · All other records that document important aspects of development of the directive; and · Any records related to waivers of the directive (in accordance with NARA 111, NARA Directives), if applicable. INTERIM GUIDANCES. Temporary policy or procedures that will be incorporated into a policy directive. a. MP copy.	Permanent N01-0064-1996-0002 Item 5c1 Place into official directives case file when incorporated into a policy directive. See file no. 104-1a for disposition of case file. (N1-64-96-2, item 5c[1])
104 NARA Directives Case Files 104-2b	Records reflecting the preparation, review, clearance, and publication of internal NARA program and administrative directives. Included are: · Comments on the internal directive; · Reconciliations of comments, including explanations about why any comments were rejected; · The original and a copy of the published directive; · The superseded NARA directive(s), including interim guidances (if applicable); · All other records that document important aspects of development of the directive; and · Any records related to waivers of the directive (in accordance with NARA 111, NARA Directives), if applicable. INTERIM GUIDANCES. Temporary policy or procedures that will be incorporated into a policy directive. b. Originating office record copy and related background materials.	Permanent N01-0064-1996-0002 Item 5c2 Cut off after issuance. File record copy in appropriate program file. Forward a copy to NPOL for inclusion in file no. 104-2a. (N1-64-96-2, item 5c[2])
104 NARA Directives Case Files 104-2c	Records reflecting the preparation, review, clearance, and publication of internal NARA program and administrative directives. Included are: · Comments on the internal directive; · Reconciliations of comments, including explanations about why any comments were rejected; · The original and a copy of the published directive; · The superseded NARA directive(s), including interim guidances (if applicable); · All other records that document important aspects of development of the directive; and · Any records related to waivers of the directive (in accordance with NARA 111, NARA Directives), if applicable. INTERIM GUIDANCES. Temporary policy or procedures that will be incorporated into a policy directive. c. Other copies.	Temporary N01-0064-1996-0002 Item 5c3 Destroy when no longer needed for reference. (N1-64-96-2, item 5c[3])

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
104 NARA Directives Case Files 104-2d	Records reflecting the preparation, review, clearance, and publication of internal NARA program and administrative directives. Included are: · Comments on the internal directive; · Reconciliations of comments, including explanations about why any comments were rejected; · The original and a copy of the published directive; · The superseded NARA directive(s), including interim guidances (if applicable); · All other records that document important aspects of development of the directive; and · Any records related to waivers of the directive (in accordance with NARA 111, NARA Directives), if applicable. INTERIM GUIDANCES. Temporary policy or procedures that will be incorporated into a policy directive. d. Interim Guidances Database and Register.	Temporary N01-0064-2000-0008 Item 2b Destroy when no longer needed. (N1-64-00-8, items 2b and 2c)
104 NARA Directives Case Files 104-3a	Records reflecting the preparation, review, clearance, and publication of internal NARA program and administrative directives. Included are: · Comments on the internal directive; · Reconciliations of comments, including explanations about why any comments were rejected; · The original and a copy of the published directive; · The superseded NARA directive(s), including interim guidances (if applicable); · All other records that document important aspects of development of the directive; and · Any records related to waivers of the directive (in accordance with NARA 111, NARA Directives), if applicable. SUPPLEMENTS. NARA directives that provide additional information relating to a particular policy directive. a. MP copy.	Permanent N01-0064-1996-0002-inst2 Item 5c1-inst2 Place into official directives case file after issuance. See file no. 104-1a for disposition of case file. (N1-64-96-2, item 5c[1])
104 NARA Directives Case Files 104-3b	Records reflecting the preparation, review, clearance, and publication of internal NARA program and administrative directives. Included are: · Comments on the internal directive; · Reconciliations of comments, including explanations about why any comments were rejected; · The original and a copy of the published directive; · The superseded NARA directive(s), including interim guidances (if applicable); · All other records that document important aspects of development of the directive; and · Any records related to waivers of the directive (in accordance with NARA 111, NARA Directives), if applicable. SUPPLEMENTS. NARA directives that provide additional information relating to a particular policy directive. b. Originating office record copy and related background materials.	Permanent N01-0064-1996-0002-inst2 Item 5c2-inst2 Cut off after issuance. File record copy in appropriate program file. Forward a copy to NPOL for inclusion in file no. 104-3a. (N1-64-96-2, item 5c[2])
104 NARA Directives Case Files 104-3c	Records reflecting the preparation, review, clearance, and publication of internal NARA program and administrative directives. Included are: · Comments on the internal directive; · Reconciliations of comments, including explanations about why any comments were rejected; · The original and a copy of the published directive; · The superseded NARA directive(s), including interim guidances (if applicable); · All other records that document important aspects of development of the directive; and · Any records related to waivers of the directive (in accordance with NARA 111, NARA Directives), if applicable. SUPPLEMENTS. NARA directives that provide additional information relating to a particular policy directive. c. Other copies.	Temporary N01-0064-1996-0002-dup Item 5c3 Destroy when no longer needed for reference. (N1-64-96-2, item 5c[3])

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
104 NARA Directives Case Files 104-4	Records reflecting the preparation, review, clearance, and publication of internal NARA program and administrative directives. Included are: · Comments on the internal directive; · Reconciliations of comments, including explanations about why any comments were rejected; · The original and a copy of the published directive; · The superseded NARA directive(s), including interim guidances (if applicable); · All other records that document important aspects of development of the directive; and · Any records related to waivers of the directive (in accordance with NARA 111, NARA Directives), if applicable. Internal Operating Procedures (IOPs). Records relating to detailed procedures developed and issued by individual offices, staffs, and units to perform their delegated responsibilities and functions.	Temporary N01-0064-2000-0008 Item 2d Destroy when superseded OR obsolete. (N1-64-00-8, item 2d)
105 NARA Notice Files 105-1	Notices (formerly NARA-numbered Memos - ACTION and NOTICE) prepared by offices and addressed to more than one office, specific offices or units, all employees, or select groups of employees. In accordance with NARA 113 (NARA Notices), the Archivist and Deputy Archivist may sign any notice and designated Executives may sign notices that affect their programs. Notices are disseminated to: · Provide information of interest about events, NARA or Government-related programs, national commemorative observances, and facility-related issues; · Give reminders of policies and procedures already prescribed by law or a NARA internal directive or regulation; · Communicate appointments of NARA officials, temporary designations of authority, and formal establishments of internal committees, working groups, or teams; or · Require action(s) from offices, units, or employees by requesting: · Comments on external and internal policy issues, draft proposals, directives, regulations, reports, etc.; · Information for updating directories, distribution lists, and other information resources; · Nominations for upcoming training courses, or; · Submissions of reports. Originating office record copy, including related background material.	Temporary N01-0064-1996-0002 Item 5b1 File in appropriate program file. (N1-64-96-2, item 5b[1])
105 NARA Notice Files 105-2	Notices (formerly NARA-numbered Memos - ACTION and NOTICE) prepared by offices and addressed to more than one office, specific offices or units, all employees, or select groups of employees. In accordance with NARA 113 (NARA Notices), the Archivist and Deputy Archivist may sign any notice and designated Executives may sign notices that affect their programs. Notices are disseminated to: · Provide information of interest about events, NARA or Government-related programs, national commemorative observances, and facility-related issues; · Give reminders of policies and procedures already prescribed by law or a NARA internal directive or regulation; · Communicate appointments of NARA officials, temporary designations of authority, and formal establishments of internal committees, working groups, or teams; or · Require action(s) from offices, units, or employees by requesting: · Comments on external and internal policy issues, draft proposals, directives, regulations, reports, etc.; · Information for updating directories, distribution lists, and other information resources; · Nominations for upcoming training courses, or; · Submissions of reports. Other copies.	Temporary N01-0064-1996-0002 Item 5b2 Cut off annually. Destroy/delete when 1 year old OR no longer needed. (N1-64-96-2, item 5b[2])

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
105 NARA Notice Files 105-3	Notices (formerly NARA-numbered Memos - ACTION and NOTICE) prepared by offices and addressed to more than one office, specific offices or units, all employees, or select groups of employees. In accordance with NARA 113 (NARA Notices), the Archivist and Deputy Archivist may sign any notice and designated Executives may sign notices that affect their programs. Notices are disseminated to: · Provide information of interest about events, NARA or Government-related programs, national commemorative observances, and facility-related issues; · Give reminders of policies and procedures already prescribed by law or a NARA internal directive or regulation; · Communicate appointments of NARA officials, temporary designations of authority, and formal establishments of internal committees, working groups, or teams; or · Require action(s) from offices, units, or employees by requesting: · Comments on external and internal policy issues, draft proposals, directives, regulations, reports, etc.; · Information for updating directories, distribution lists, and other information resources; · Nominations for upcoming training courses, or; · Submissions of reports. Signed record copies and register of NARA Notices maintained by the Communications and Marketing Division.	Permanent N01-0064-2000-0008 Item 3a PERMANENT. Transfer to NARA in 5-year blocks when 15 years old. (N1-64-00-8, item 3a)
105 NARA Notice Files 105-4	Notices (formerly NARA-numbered Memos - ACTION and NOTICE) prepared by offices and addressed to more than one office, specific offices or units, all employees, or select groups of employees. In accordance with NARA 113 (NARA Notices), the Archivist and Deputy Archivist may sign any notice and designated Executives may sign notices that affect their programs. Notices are disseminated to: · Provide information of interest about events, NARA or Government-related programs, national commemorative observances, and facility-related issues; · Give reminders of policies and procedures already prescribed by law or a NARA internal directive or regulation; · Communicate appointments of NARA officials, temporary designations of authority, and formal establishments of internal committees, working groups, or teams; or · Require action(s) from offices, units, or employees by requesting: · Comments on external and internal policy issues, draft proposals, directives, regulations, reports, etc.; · Information for updating directories, distribution lists, and other information resources; · Nominations for upcoming training courses, or; · Submissions of reports. NARA Notices Database.	Temporary N01-0064-2000-0008 Item 3b Delete when no longer needed. (N1-64-00-8, item 3b)
106 Numbered Memos at the Office, Staff, and Field Unit Level 106-1	Numbered memos signed by office heads, staff directors, or heads of field units and addressed to staff within their respective units. These numbered memos convey administrative and program information or request information. See file no. 105 for NARA notices. Originating office record copy and background materials.	Temporary N01-0064-1996-0002 Item 4a Cut off annually. Destroy when 1 year old OR no longer needed. (N1-64-96-2, item 4a)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
106 Numbered Memos at the Office, Staff, and Field Unit Level 106-2	Numbered memos signed by office heads, staff directors, or heads of field units and addressed to staff within their respective units. These numbered memos convey administrative and program information or request information. See file no. 105 for NARA notices. Other copies (including signed record copies on letterhead).	Temporary N01-0064-1996-0002 Item 4b Destroy when no longer needed for reference. (N1-64-96-2, item 4b)
Program Direction (excludes FRCs, Archival Operations in Field, and Field Support Offices) 107 Senior Staff Meeting Files 107	Records documenting meetings of the NARA Senior Staff whose members are: Archivist of the United States; Deputy Archivist of the United States; office heads; staff directors in the Office of the Archivist; Director, Information Security Oversight Office (ISOO); Executive Director, National Historical Publications and Records Commission (NHPRC); and NARA Inspector General. Records include agendas, meeting handouts, and notes which are arranged by year and thereunder by month.	Permanent N01-0064-2000-0008 Item 11 PERMANENT. Cut off annually. Transfer to NARA in 5-year blocks when 15 years old. (N1-64-00-8, item 11)
108 Archivist and Deputy Archivist Program and Policy Records 108-1	Correspondence, reports, speeches, and other records accumulated by the Archivist and Deputy Archivist that pertain to the administration and operation of NARA programs. Records document policy-making decisions, significant program management functions, procedures, initiatives, long-term planning, and other mission, program, and policy-related issues. May be arranged by subject or other filing scheme. These records may be in hard-copy or electronic format. Non-electronic Textual Records.	Permanent DAA-0064-2013-0002 Item 1 PERMANENT. Cut off annually. Transfer to the National Archives 15 years after cutoff. (DAA-0064-2013-0002-0001)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
108 Archivist and Deputy Archivist Program and Policy Records 108-2	Correspondence, reports, speeches, and other records accumulated by the Archivist and Deputy Archivist that pertain to the administration and operation of NARA programs. Records document policy-making decisions, significant program management functions, procedures, initiatives, long-term planning, and other mission, program, and policy-related issues. May be arranged by subject or other filing scheme. These records may be in hard-copy or electronic format. Electronic Records.	Permanent DAA-0064-2013-0002-dup Item 1 PERMANENT. Cut off annually. Transfer electronic records to the National Archives for pre-accessioning immediately after cutoff. Transfer to the National Archives for accessioning 15 years after cutoff. (DAA-0064-2013-0002-0001)
109 Program Subject Files 109-1	Correspondence, reports, forms, and other records accumulated by NARA officials in managing and carrying out assigned functions. These records document policy-making decisions, significant program management functions, procedures, initiatives, long-term planning, and other mission, program, and policy-related issues. NOTE: Excluded are equivalent records (see item 147) maintained by directors of FRCs, archival operations in the field, and Field Support Offices, and unique program-related files specifically described elsewhere in the NARA Records Schedule. Records accumulated by the office head, staff director, or equivalent. Arranged by subject. Excluded are unique program-related files specifically described elsewhere in the Records Schedule.	Permanent N01-0064-1987-0001 Item 109-1 PERMANENT. Cut off annually. Transfer to NARA in 5-year blocks when 15 years old. (N1-64-87-1)
109 Program Subject Files 109-2a	Correspondence, reports, forms, and other records accumulated by NARA officials in managing and carrying out assigned functions. These records document policy-making decisions, significant program management functions, procedures, initiatives, long-term planning, and other mission, program, and policy-related issues. NOTE: Excluded are equivalent records (see item 147) maintained by directors of FRCs, archival operations in the field, and Field Support Offices, and unique program-related files specifically described elsewhere in the NARA Records Schedule. Records accumulated by division directors in the Washington, DC, area and Heads of Field Units. Generally arranged by subject. NOTE: Excluded are equivalent records (see item 147) maintained by directors of FRCs, archival operations in the field, and Field Support Offices, and unique program-related files specifically described elsewhere in the Records Schedule. a. Records that are not duplicated at a higher level and relate to substantive programs.	Permanent N01-0064-1987-0001 Item 109-2a PERMANENT. Cut off annually. Retire to records center when 3 years old. Transfer to NARA in 5-year blocks when 15 years old. (N1-64-87-1)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
109 Program Subject Files 109-2b	Correspondence, reports, forms, and other records accumulated by NARA officials in managing and carrying out assigned functions. These records document policy-making decisions, significant program management functions, procedures, initiatives, long-term planning, and other mission, program, and policy-related issues. NOTE: Excluded are equivalent records (see item 147) maintained by directors of FRCs, archival operations in the field, and Field Support Offices, and unique program-related files specifically described elsewhere in the NARA Records Schedule. Records accumulated by division directors in the Washington, DC, area and Heads of Field Units. Generally arranged by subject. NOTE: Excluded are equivalent records (see item 147) maintained by directors of FRCs, archival operations in the field, and Field Support Offices, and unique program-related files specifically described elsewhere in the Records Schedule. b. Other records.	Temporary N01-0064-1987-0001 Item 109-2b Cut off annually. Retire to records center when 3 years old. Destroy when 7 years old. (N1-64-87-1)
110 Routine Program Administration Files 110	Records (including correspondence, reports, and forms) that relate to the general administration of a program, but that are not specific program files described elsewhere in the NARA Records Schedule. Arrangement may be alphabetically by subject or letter suffix (a, b, c, etc...), or by some other manner that meets office reference needs. NOTE: Excluded are equivalent records (see file no. 147) maintained by FRCs, Archival Operations in the field, and Field Support Offices, as well as routine administrative (non-mission) records (see file no. 207).	Temporary N01-0064-1987-0001 Item 110 Cut off annually and review to remove any record copies which are covered by the "NOTE" below. Destroy all other records when 2 years old. (N1-64-87-1) NOTE: When any of the records in this file result in the initiation of or affect a specific process, project, directive, or case, the record copy must be filed in the official file relating to that particular activity or action.

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
111 NARA Strategic Planning and Government Performance and Results Act (GPRA) Files 111-1a	Plans, reports, correspondence, comments, notes, specifications for measuring performance objectives, and other records relating to preparing and issuing NARA's Strategic Plans, Annual Performance Plans, and Annual Performance and Accountability Reports (formerly Annual Performance Reports) in compliance with GPRA. NARA Strategic Plans, Annual Performance Plans, and Annual Performance and Accountability Reports (formerly Annual Performance Reports). a. Record copies of final versions maintained by the Strategy and Performance Division (MP).	Permanent N01-0064-2000-0008 Item 4a PERMANENT. Cut off after last annual report has been issued pursuant to applicable Strategic Plan. Transfer to NARA when most recent records are 10 years old. (N1-64-00-8, item 4a)
111 NARA Strategic Planning and Government Performance and Results Act (GPRA) Files 111-1b	Plans, reports, correspondence, comments, notes, specifications for measuring performance objectives, and other records relating to preparing and issuing NARA's Strategic Plans, Annual Performance Plans, and Annual Performance and Accountability Reports (formerly Annual Performance Reports) in compliance with GPRA. NARA Strategic Plans, Annual Performance Plans, and Annual Performance and Accountability Reports (formerly Annual Performance Reports). b. Copies maintained by other offices.	Temporary N01-0064-2000-0008 Item 4b Destroy when superseded, obsolete, OR no longer needed for reference. (N1-64-00-8, item 4b)
111 NARA Strategic Planning and Government Performance and Results Act (GPRA) Files 111-2a	Plans, reports, correspondence, comments, notes, specifications for measuring performance objectives, and other records relating to preparing and issuing NARA's Strategic Plans, Annual Performance Plans, and Annual Performance and Accountability Reports (formerly Annual Performance Reports) in compliance with GPRA. NARA Strategic Plan Developmental Files. Case files created and maintained by MP for preparing the NARA Strategic Plan for dissemination to Office of Management and Budget (OMB), Congress, the public, and NARA staff. Included are substantive drafts, correspondence, comments, notes, reports, and other related records. a. Case files for a strategic plan that takes NARA in new directions and makes major changes to organizational missions and strategic performance elements.	Permanent N01-0064-2000-0008 Item 4d PERMANENT. Cut off upon issuance of Strategic Plan. Transfer to NARA with record copy of related plan. See file no. 111-1a. (N1-64-00-8, item 4d).

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
111 NARA Strategic Planning and Government Performance and Results Act (GPRA) Files 111-2b	Plans, reports, correspondence, comments, notes, specifications for measuring performance objectives, and other records relating to preparing and issuing NARA's Strategic Plans, Annual Performance Plans, and Annual Performance and Accountability Reports (formerly Annual Performance Reports) in compliance with GPRA. NARA Strategic Plan Developmental Files. Case files created and maintained by MP for preparing the NARA Strategic Plan for dissemination to Office of Management and Budget (OMB), Congress, the public, and NARA staff. Included are substantive drafts, correspondence, comments, notes, reports, and other related records. b. Case files for a strategic plan that sustains NARA's strategic directions and makes minor adjustments as needed to mission statements and strategic performance elements.	Temporary N01-0064-2000-0008 Item 4e Cut off upon issuance of Strategic Plan. Destroy when no longer needed for reference. (N1-64-00-8, item 4e)
111 NARA Strategic Planning and Government Performance and Results Act (GPRA) Files 111-3	Plans, reports, correspondence, comments, notes, specifications for measuring performance objectives, and other records relating to preparing and issuing NARA's Strategic Plans, Annual Performance Plans, and Annual Performance and Accountability Reports (formerly Annual Performance Reports) in compliance with GPRA. NARA Annual Performance Plan Developmental Files. Case files created and maintained by MP during the applicable budget-year cycle. Includes: · Different versions of plan (substantive drafts, initial version submitted to OMB, final plan disseminated to Congress and public, and revised final or "operating" plan); · Correspondence, comments, and notes; · Specifications for measuring performance objectives (within framework of Performance Measurement and Reporting System); · Copies of NARA notices, strategic budget initiatives, project plans, offices' performance reports to the Archivist, and preceding annual performance plans; and · Other related records.	Temporary N01-0064-2000-0008 Item 4f Cut off upon final revision of the Annual Performance Plan. Destroy after Annual Performance and Accountability Reports have been issued in the 3 successive fiscal years. (N1-64-00-8, item 4f)
111 NARA Strategic Planning and Government Performance and Results Act (GPRA) Files 111-4	Plans, reports, correspondence, comments, notes, specifications for measuring performance objectives, and other records relating to preparing and issuing NARA's Strategic Plans, Annual Performance Plans, and Annual Performance and Accountability Reports (formerly Annual Performance Reports) in compliance with GPRA. NARA Annual Performance and Accountability Report Developmental Files. Case files created and maintained by MP and Financial Reporting and Analysis Staff (XF) for the Annual Performance and Accountability Report (formerly Annual Performance Report) corresponding to the applicable Annual Performance Plan. Includes: · Substantive drafts of the report; · Financial statements; · Correspondence, comments, and notes; · Specifications for measuring performance objectives (within framework of Performance Measurement and Reporting System); · Reports on plan implementation; · Copies of NARA notices, strategic budget initiatives, project plans, offices' performance reports to the Archivist, and preceding annual performance plans and performance reports; and · Other related records.	Temporary N01-0064-2000-0008 Item 4g Cut off upon issuance of the Annual Performance and Accountability Report. Destroy after annual reports have been issued in the 3 successive fiscal years. (N1-64-00-8, item 4g)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
111 NARA Strategic Planning and Government Performance and Results Act (GPRA) Files 111-5	Plans, reports, correspondence, comments, notes, specifications for measuring performance objectives, and other records relating to preparing and issuing NARA's Strategic Plans, Annual Performance Plans, and Annual Performance and Accountability Reports (formerly Annual Performance Reports) in compliance with GPRA. Agency Strategic, Performance, Program Review, and Accountability Plans and Results Records - Created and Maintained by All Other Offices. These are submissions for agency-level reports or are used at the program/office level as applicable. Records include, but are not limited to: developmental files, correspondence, comments, notes, and specifications for measuring performance objectives relating to preparing and issuing plans/reports to OMB, Congress, and NARA senior staff for compliance, statutory, and program/office review and reporting purposes. This item also covers program/office-level program reviews, cumulative performance information, and feeder reports/records produced and maintained only within the programs/offices.	Temporary DAA-0064-2017-0001 Item 1 Cut off annually in fiscal year when plan/report is complete. Destroy 7 years after cutoff. (DAA-0064-2017-0001-0001)
112 Program Review Files 112-1	Copies of program review documents used to formally brief senior officials on major program activities. Record set of program reviews to brief the Archivist or Deputy Archivist.	Permanent N01-0064-1987-0001 Item 112-1 PERMANENT. Cut off annually. Retire to records center when 5 years old. Transfer to NARA in 10-year blocks when 10 years old. (N1-64-87-1)
112 Program Review Files 112-2	Copies of program review documents used to formally brief senior officials on major program activities. Program reviews to brief other NARA senior officials.	Temporary N01-0064-1996-0002 Item 6 Cut off annually. Destroy when 3 years old OR when no longer needed for reference, whichever is SOONER. (N1-64-96-2, item 6)
112 Program Review Files 112-3	Copies of program review documents used to formally brief senior officials on major program activities. Other copies.	Temporary N01-0064-1987-0001 Item 112-2 Cut off annually. Destroy when 2 years old. (N1-64-87-1)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
113 Offices' Performance Reports 113-1	Reports containing cumulative performance information which are sent quarterly to the Archivist by office heads, staff directors, the ISOO Director, the NHPRC Executive Director, and the NARA Inspector General. Also covers feeder reports sent by subordinate units to office heads. Signed record copies sent to and maintained by the Archivist	Permanent N01-0064-1987-0001 Item 113-1 PERMANENT. Cut off annually AND retire to records center. Transfer to NARA in 10-year blocks when 20 years old. (N1-64-87-1)
113 Offices' Performance Reports 113-2	Reports containing cumulative performance information which are sent quarterly to the Archivist by office heads, staff directors, the ISOO Director, the NHPRC Executive Director, and the NARA Inspector General. Also covers feeder reports sent by subordinate units to office heads. Other copies.	Temporary N01-0064-1987-0001 Item 113-2 Cut off annually. Destroy when 2 years old. (N1-64-87-1)
113 Offices' Performance Reports 113-3a	Reports containing cumulative performance information which are sent quarterly to the Archivist by office heads, staff directors, the ISOO Director, the NHPRC Executive Director, and the NARA Inspector General. Also covers feeder reports sent by subordinate units to office heads. Feeder reports, which may be prepared quarterly, for office heads by heads of field units and directors of programs, divisions, staffs, and their subordinate units. a. Signed record copies sent by subordinate units and maintained by office heads.	Permanent N01-0064-1996-0001 Item 1a1 PERMANENT. Cut off annually. Transfer to NARA in 10-year blocks when newest records are 10 years old. (N1-64-96-1, item 1
113 Offices' Performance Reports 113-3b	Reports containing cumulative performance information which are sent quarterly to the Archivist by office heads, staff directors, the ISOO Director, the NHPRC Executive Director, and the NARA Inspector General. Also covers feeder reports sent by subordinate units to office heads. Feeder reports, which may be prepared quarterly, for office heads by heads of field units and directors of programs, divisions, staffs, and their subordinate units. b. Other copies, including copies maintained by subordinate units.	Temporary N01-0064-1987-0001 Item 113-3b Cut off annually. Destroy when 3 years old. (N1-64-87-1)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
114 Performance Measurement and Reporting System (PMRS) 114-1a	PMRS is the automated system for collecting and publishing official statistical data about NARA's success in meeting numeric goals ("metrics") in strategic and annual performance plans mandated by GPRA. PMRS also contains other important statistics about NARA that are included in annual Performance and Accountability Reports. Records include: · Textual records, printouts of e-mail, and GPRA databases containing statistical data; · Operational databases that supply data to PMRS; · Supporting records used to verify data and make corrections; · Office databases; · PMRS metrics data warehouse; · Metric specifications; and; · System documentation and test files. Data Collection Sources and Supporting Records. a. Textual records, printouts of e-mail, and GPRA databases containing statistical data for PMRS metrics. Supporting textual records include printouts of e-mail and other documents created and maintained to verify data accuracy and make corrections after reporting of data to PMRS. Records may be arranged alphabetically by metric title or numerically by strategic goal and thereunder by metric number.	Temporary N01-0064-2003-0001 Item 1a Cut off annually. Destroy/delete when 3 years old OR when no longer needed for reference OR audit purposes, whichever is LATER. (N1-64-03-1, item 1a)
114 Performance Measurement and Reporting System (PMRS) 114-1b	PMRS is the automated system for collecting and publishing official statistical data about NARA's success in meeting numeric goals ("metrics") in strategic and annual performance plans mandated by GPRA. PMRS also contains other important statistics about NARA that are included in annual Performance and Accountability Reports. Records include: · Textual records, printouts of e-mail, and GPRA databases containing statistical data; · Operational databases that supply data to PMRS; · Supporting records used to verify data and make corrections; · Office databases; · PMRS metrics data warehouse; · Metric specifications; and; · System documentation and test files. Data Collection Sources and Supporting Records. b. Operational databases specifically created to support program functions. Databases supply statistical data to PMRS. Supporting textual records include printouts of e-mail and other documents created and maintained to verify data accuracy and make corrections after reporting of data to PMRS. Records may be arranged alphabetically by metric title or numerically by strategic goal and thereunder by metric number.	Temporary N01-0064-2003-0001 Item 1b For operational databases that have already been scheduled, such as the [Appraisal Job] Control and Tracking System (item 1308-2), follow disposition instructions specific to those systems. (N1-64-03-1, item 1b) NOTE: For unscheduled databases, consult with the NARA Records Officer to prepare an SF 115, Request for Records Disposition Authority.

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
114 Performance Measurement and Reporting System (PMRS) 114-2	PMRS is the automated system for collecting and publishing official statistical data about NARA's success in meeting numeric goals ("metrics") in strategic and annual performance plans mandated by GPRA. PMRS also contains other important statistics about NARA that are included in annual Performance and Accountability Reports. Records include: · Textual records, printouts of e-mail, and GPRA databases containing statistical data; · Operational databases that supply data to PMRS; · Supporting records used to verify data and make corrections; · Office databases; · PMRS metrics data warehouse; · Metric specifications; and; · System documentation and test files. Office databases installed throughout the agency. Data come from textual records, e-mails, GPRA databases, and operational databases. Data in the office databases are then processed and uploaded into the metrics data warehouse (file no. 114-3). Supporting textual records include printouts of e-mail and other documents created and maintained to verify data accuracy and make corrections after reporting of data to PMRS. Records may be arranged alphabetically by metric title or numerically by strategic goal and thereunder by metric number.	Temporary N01-0064-2003-0001 Item 2 Overwrite data for each reporting period. Destroy related supporting records when the unit determines that data are no longer needed for administrative, legal, audit, OR other operational purposes. (N1-64-03-1, item 2)
114 Performance Measurement and Reporting System (PMRS) 114-3	PMRS is the automated system for collecting and publishing official statistical data about NARA's success in meeting numeric goals ("metrics") in strategic and annual performance plans mandated by GPRA. PMRS also contains other important statistics about NARA that are included in annual Performance and Accountability Reports. Records include: · Textual records, printouts of e-mail, and GPRA databases containing statistical data; · Operational databases that supply data to PMRS; · Supporting records used to verify data and make corrections; · Office databases; · PMRS metrics data warehouse; · Metric specifications; and; · System documentation and test files. Metrics data warehouse consisting of: · Live data for current, discontinued, and prototype metrics, and NARA statistics; · Annual snapshots of warehouse maintained offline; and · Documentation of corrections.	Temporary N01-0064-2003-0001 Item 3 Delete annual live data, snapshot, AND related corrections documentation 10 years after the end of the fiscal year in which the data were created. (N1-64-03-1, item 3)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
114 Performance Measurement and Reporting System (PMRS) 114-4a	PMRS is the automated system for collecting and publishing official statistical data about NARA's success in meeting numeric goals ("metrics") in strategic and annual performance plans mandated by GPRA. PMRS also contains other important statistics about NARA that are included in annual Performance and Accountability Reports. Records include: · Textual records, printouts of e-mail, and GPRA databases containing statistical data; · Operational databases that supply data to PMRS; · Supporting records used to verify data and make corrections; · Office databases; · PMRS metrics data warehouse; · Metric specifications; and; · System documentation and test files. Metric Specifications. Includes specifications and data collection plans for current, discontinued, and prototype metrics, and NARA statistics in PMRS. Also includes records documenting revisions to existing metric specifications and development of metrics and specifications not yet measured and reported in PMRS. a. Specifications Document. Contains targets, calculations, definitions, sources, measures, drill-down levels, data collection plans, and other elements for current, discontinued, and prototype metrics, and NARA statistics	Temporary N01-0064-2003-0001 Item 4a Destroy/delete when superseded. (N1-64-03-1, item 4a)
114 Performance Measurement and Reporting System (PMRS) 114-4b	PMRS is the automated system for collecting and publishing official statistical data about NARA's success in meeting numeric goals ("metrics") in strategic and annual performance plans mandated by GPRA. PMRS also contains other important statistics about NARA that are included in annual Performance and Accountability Reports. Records include: · Textual records, printouts of e-mail, and GPRA databases containing statistical data; · Operational databases that supply data to PMRS; · Supporting records used to verify data and make corrections; · Office databases; · PMRS metrics data warehouse; · Metric specifications; and; · System documentation and test files. Metric Specifications. Includes specifications and data collection plans for current, discontinued, and prototype metrics, and NARA statistics in PMRS. Also includes records documenting revisions to existing metric specifications and development of metrics and specifications not yet measured and reported in PMRS. b. Records documenting revisions to existing metric specifications and development of new metrics and their specifications not yet included in PMRS.	Temporary N01-0064-2003-0001 Item 4b Destroy/delete when superseded, obsolete, OR no longer needed for reference. (N1-64-03-1, item 4b)
114 Performance Measurement and Reporting System (PMRS) 114-5	PMRS is the automated system for collecting and publishing official statistical data about NARA's success in meeting numeric goals ("metrics") in strategic and annual performance plans mandated by GPRA. PMRS also contains other important statistics about NARA that are included in annual Performance and Accountability Reports. Records include: · Textual records, printouts of e-mail, and GPRA databases containing statistical data; · Operational databases that supply data to PMRS; · Supporting records used to verify data and make corrections; · Office databases; · PMRS metrics data warehouse; · Metric specifications; and; · System documentation and test files. System Documentation and Test Files. Includes requirements documents, agreements, system maintenance guides, user guides, other documents, and test/development and other databases.	Temporary Use GRS_3-1-010, 011, 020

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
Committees 115 Committee, Task Force, Board, and Working Group Files 115-1a	Committee, Task Force, Board, and Working Group Files Records of NARA-sponsored committees, task forces, boards, and working groups which deal with substantive policy/programmatic issues. Examples of substantive issues are: · Developing or revising NARA programs; · Implementing new legislation, regulations, policies, or programs; · Reviewing NARA programs and projects; and · Coordinating research internally and externally with or for other agencies, institutions, and international archival programs. Includes committees where NARA is the designated sponsor or coordinating agency with official governing, policy, or recordkeeping responsibilities. NOTE: Official files are those of the Secretary, or in instances where the Chair serves the dual function of recording secretary or designated recordkeeper, the Chair. The files of other members are considered duplicates of official records. (See file no. 115-1c.) a. Official committee records. Charter, agendas, minutes, studies, reports, and related records of the Secretary or designated recordkeeper.	Permanent N01-0064-1996-0002 Item 8a PERMANENT. Cut off annually. Transfer to NARA after termination of committee. (N1-64-96-2, item 8a)
115 Committee, Task Force, Board, and Working Group Files 115-1b	Committee, Task Force, Board, and Working Group Files Records of NARA-sponsored committees, task forces, boards, and working groups which deal with substantive policy/programmatic issues. Examples of substantive issues are: · Developing or revising NARA programs; · Implementing new legislation, regulations, policies, or programs; · Reviewing NARA programs and projects; and · Coordinating research internally and externally with or for other agencies, institutions, and international archival programs. Includes committees where NARA is the designated sponsor or coordinating agency with official governing, policy, or recordkeeping responsibilities. NOTE: Official files are those of the Secretary, or in instances where the Chair serves the dual function of recording secretary or designated recordkeeper, the Chair. The files of other members are considered duplicates of official records. (See file no. 115-1c.) b. Routine administrative records created in support of committee functions such as mailing or distribution, meeting room reservations, and similar routine administrative records.	Temporary Use GRS_5-1-030
115 Committee, Task Force, Board, and Working Group Files 115-1c	Committee, Task Force, Board, and Working Group Files Records of NARA-sponsored committees, task forces, boards, and working groups which deal with substantive policy/programmatic issues. Examples of substantive issues are: · Developing or revising NARA programs; · Implementing new legislation, regulations, policies, or programs; · Reviewing NARA programs and projects; and · Coordinating research internally and externally with or for other agencies, institutions, and international archival programs. Includes committees where NARA is the designated sponsor or coordinating agency with official governing, policy, or recordkeeping responsibilities. NOTE: Official files are those of the Secretary, or in instances where the Chair serves the dual function of recording secretary or designated recordkeeper, the Chair. The files of other members are considered duplicates of official records. (See file no. 115-1c.) c. Agendas, minutes, final reports, and related records documenting the accomplishments of official committees, excluding those maintained by the Secretary or recordkeeper.	Temporary Use GRS_5-1-030

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
115 Committee, Task Force, Board, and Working Group Files 115-2a	Committee, Task Force, Board, and Working Group Files NARA-sponsored committees on internal administrative facilitative matters. Records created by NARA-sponsored committees, task forces, boards, and working groups overseeing internal administrative matters and facilitative services, such as the Cafeteria Advisory Board or the Safety and Health Committees. a. Official committee records. Charter, agendas, minutes, studies, reports, and related records of the Secretary or designated recordkeeper.	Temporary N01-0064-1996-0002 Item 8b Cut off annually. Destroy when no longer needed. (N1-64-96-2, item 8b)
115 Committee, Task Force, Board, and Working Group Files 115-2b	Committee, Task Force, Board, and Working Group Files NARA-sponsored committees on internal administrative facilitative matters. Records created by NARA-sponsored committees, task forces, boards, and working groups overseeing internal administrative matters and facilitative services, such as the Cafeteria Advisory Board or the Safety and Health Committees. b. Routine administrative records created in support of committee functions such as mailing or distribution, meeting room reservations, and similar routine administrative records.	Temporary Use GRS_5-1-030
115 Committee, Task Force, Board, and Working Group Files 115-2c	Committee, Task Force, Board, and Working Group Files NARA-sponsored committees on internal administrative facilitative matters. Records created by NARA-sponsored committees, task forces, boards, and working groups overseeing internal administrative matters and facilitative services, such as the Cafeteria Advisory Board or the Safety and Health Committees. c. Agendas, minutes, final reports, and related records documenting the accomplishments of official committees, excluding those maintained by the Secretary or recordkeeper.	Temporary Use GRS_5-1-030
115 Committee, Task Force, Board, and Working Group Files 115-3	Committee, Task Force, Board, and Working Group Files Non-NARA-sponsored committees whose activities have a substantive impact on NARA: Records of NARA staff members of committees whose mandates and activities cause NARA to revise its policies/programs. An example is an interagency declassification committee whose findings result in revised NARA policies or procedures.	Permanent N01-0064-1996-0002 Item 8d PERMANENT. Follow disposition procedures for file no. 115-1a. (N1-64-96-2, item 8d)
115 Committee, Task Force, Board, and Working Group Files 115-4	Committee, Task Force, Board, and Working Group Files All other non-NARA-sponsored committees whose objectives, functions, and activities do not cause NARA to revise its policies/programs. Examples are: committees of professional associations, such as Society of American Archivists and International Council on Archives; committees of standards organizations, such as American National Standards Institute; and Federal interagency committees, such as Federal Geographic Data Committee.	Temporary DAA-0064-2016-0015 Item 1 Cut off files at end of fiscal year of activity. Destroy 7 years after cutoff. (DAA-0064-2016-0015-0001)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
116 International Organization Liaison Files 116	Records (dealing with non-substantive issues) maintained by Communications and Marketing Division (SC) while serving as liaison between the Archivist and Governmental and non-Governmental international organizations. Included are correspondence, forms, reports, brochures, extra copies of meeting minutes, and related documents. See file no. 108 for records on substantive issues with international organizations.	Temporary N01-0064-2000-0008 Item 6 Cut off annually. Destroy when 2 years old. (N1-64-00-8, item 6)
117 Committee Management Officer Files 117-1a	Records maintained by NARA Committee Management Officer (Executive Secretariat [SE]) for tracking agency participation in external groups and activities of advisory and internal committees. (Federal advisory committees are established under the Federal Advisory Committee Act.) Included are copies of charters, membership lists, agendas, policy statements, and final reports, and, for Federal advisory committees, material required to be available for public information. (See file no. 115 for documents created and maintained by committees and members of committees). External Groups (e.g., interagency committees, professional associations, and standards-setting and international committees and organizations). a. External groups of ongoing duration in which NARA participates as a long-standing sponsor and/or member. Included are records documenting NARA employees' status as members in an official capacity and their terms of membership, and copies of meeting minutes, reports, and other documents generated by external groups. Arranged by category of external group (e.g., interagency committees, professional associations, etc.) and thereunder alphabetically by name of committee, professional association, etc.	Temporary N01-0064-2000-0008 Item 5a Destroy when 10 years old. (N1-64-00-8, item 5a)
117 Committee Management Officer Files 117-1b	Records maintained by NARA Committee Management Officer (Executive Secretariat [SE]) for tracking agency participation in external groups and activities of advisory and internal committees. (Federal advisory committees are established under the Federal Advisory Committee Act.) Included are copies of charters, membership lists, agendas, policy statements, and final reports, and, for Federal advisory committees, material required to be available for public information. (See file no. 115 for documents created and maintained by committees and members of committees). External Groups (e.g., interagency committees, professional associations, and standards-setting and international committees and organizations). b. External groups of fixed duration in which NARA participates as a sponsor and/or member. Included are records documenting NARA employees' status as members in an official capacity and their terms of membership, and copies of meeting minutes, reports, and other documents generated by external groups. Arranged by category of external group (e.g., interagency committees, professional associations, etc.) and thereunder alphabetically by name of committee, professional association, etc.	Temporary Use GRS_6-2-060
117 Committee Management Officer Files 117-2	Records maintained by NARA Committee Management Officer (Executive Secretariat [SE]) for tracking agency participation in external groups and activities of advisory and internal committees. (Federal advisory committees are established under the Federal Advisory Committee Act.) Included are copies of charters, membership lists, agendas, policy statements, and final reports, and, for Federal advisory committees, material required to be available for public information. (See file no. 115 for documents created and maintained by committees and members of committees). Federal Advisory Committees. Included are official charters, correspondence, membership lists, and copies of reports and Federal Register notices. Arranged alphabetically by name of advisory committee and thereunder by charter period.	Temporary Use GRS_6-2-060

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
117 Committee Management Officer Files 117-3	Records maintained by NARA Committee Management Officer (Executive Secretariat [SE]) for tracking agency participation in external groups and activities of advisory and internal committees. (Federal advisory committees are established under the Federal Advisory Committee Act.) Included are copies of charters, membership lists, agendas, policy statements, and final reports, and, for Federal advisory committees, material required to be available for public information. (See file no. 115 for documents created and maintained by committees and members of committees). Internal committees. Includes copies of charters or equivalent authorizing documents, membership lists, final reports, and internal correspondence. Arranged alphabetically by name of committee.	Temporary N01-0064-2000-0008 Item 5b Cut off after termination of committee. Destroy when 2 years old OR when no longer needed for administrative purposes, whichever is LATER. (N1-64-00-8, item 5b)
117 Committee Management Officer Files 117-4a	Records maintained by NARA Committee Management Officer (Executive Secretariat [SE]) for tracking agency participation in external groups and activities of advisory and internal committees. (Federal advisory committees are established under the Federal Advisory Committee Act.) Included are copies of charters, membership lists, agendas, policy statements, and final reports, and, for Federal advisory committees, material required to be available for public information. (See file no. 115 for documents created and maintained by committees and members of committees). Committee management oversight records maintained by SE. a. Correspondence, databases, and other records related to general oversight of NARA's participation in external groups (e.g. interagency committees, professional associations, and standards-setting and international committees and organizations), Federal Advisory Committees, and internal committees.	Temporary N01-0064-1996-0002 Item 7 Destroy when superseded, obsolete, OR no longer needed for reference. (N1-64-96-2, item 7)
117 Committee Management Officer Files 117-4b	Records maintained by NARA Committee Management Officer (Executive Secretariat [SE]) for tracking agency participation in external groups and activities of advisory and internal committees. (Federal advisory committees are established under the Federal Advisory Committee Act.) Included are copies of charters, membership lists, agendas, policy statements, and final reports, and, for Federal advisory committees, material required to be available for public information. (See file no. 115 for documents created and maintained by committees and members of committees). Committee management oversight records maintained by SE. b. Federal Advisory Committee Fiscal Year (FY) Reports Files. Includes related correspondence with Committee Management Secretariat, General Services Administration; copies of NARA's Designated Federal Officers' annual submissions; and a printout of final FY report submitted electronically to the Committee Management Secretariat.	Temporary N01-0064-2000-0008 Item 5c Cut off after verification of data submitted electronically. Destroy when 3 years old. (N1-64-00-8, item 5c)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
Email 120 Email 120-1	Email Email of Capstone Officials. "Capstone officials" are senior officials designated by account level or by email addresses, whether the addresses are based on an individual's name, title, a group, or a specific program function. Capstone officials include all those listed on the approved NARA form 1005 (NA Form 1005), Verification for Implementing GRS 6.1. See NARA's Approved NA Form 1005 Form to use GRS 6.1.	PERMANENT Use GRS_6-1-010 Cut off at end of fiscal year. Transfer to NARA 25 years after cutoff.
120 Email 120-2	Email Email of non-Capstone officials. Email of all other officials, staff, and contractors not included in item 120-1 with the exception of the attorneys located in the Office of General Counsel.	Temporary Use GRS_6-1-011 Cut off at end of fiscal year. Delete 7 years after cutoff.
120 Email 120-3	Email Email of non-Capstone attorneys located in the Office of General Counsel.	Temporary Use GRS_6-1-011 Cut off at end of fiscal year. Delete 15 years after cutoff.
120 Email 120-4	Email Email Journal. Nonrecord copies of emails sent and received by NARA staff.	Non-Record Non-Record Item Non-Record Nonrecord. Cut off at end of fiscal year. Delete 1 year after cutoff.

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
Agency Histories 125 NARA Histories 125-1	NARA histories and selected background materials. Narrative agency histories, including oral history projects prepared by agency personnel or by private historians under contract to NARA. Narrative histories, oral histories, transcribed interviews with past and present personnel, copies of tapes and transcripts, and deeds of gift.	Permanent N01-0064-1990-0001 Item 125-1 PERMANENT. Transfer to NARA immediately following the completion of each group of interviews. (NARA will accession these records as part of the National Archives Gift Collection.) (N1-64-90-1)
125 NARA Histories 125-2	NARA histories and selected background materials. Narrative agency histories, including oral history projects prepared by agency personnel or by private historians under contract to NARA. Background materials, including electrostatic copies of agency documents made for convenient reference.	Temporary N01-0064-1987-0001 Item 125-2 Cut off at end of project. Destroy when 10 years old. (N1-64-87-1)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
Personnel Resources Management 127 Agency-Authorized Staffing Plan 127-1	Electronic and paper records maintained as a means of managing current information about authorized positions and vacancies. Microsoft Excel spreadsheet file maintained by the Financial Services Division (NAB).	Temporary N01-0064-2000-0008 Item 9a Overwrite when modified. (N1-64-00-8, item 9a)
127 Agency-Authorized Staffing Plan 127-2	Electronic and paper records maintained as a means of managing current information about authorized positions and vacancies. Paper copies maintained by NAB, NPOL, and program offices.	Temporary N01-0064-2000-0008 Item 9b IF applicable, file in appropriate program file. Otherwise, destroy when no longer needed for administrative OR reference purposes. (N1-64-00-8, item 9b)
128 Vacancy Allocation Files 128-1a	Paper and electronic records maintained as a means of managing NARA's vacancy allocation process. Vacancy Allocation Form (VAF) Files. Included are NA Forms 3034, Vacancy Allocation Form; correspondence; copies of Standard Forms 52 and position descriptions; staffing lists generated by program offices; and reports annotated with the Archivist's decisions. a. Records maintained by NAB, NPOL, and program offices.	Temporary N01-0064-2000-0008 Item 10a Cut off annually. Destroy when 2 years old OR when no longer needed for administrative purposes, whichever is LATER. (N1-64-00-8, item 10a)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
128 Vacancy Allocation Files 128-1b	Paper and electronic records maintained as a means of managing NARA's vacancy allocation process. Vacancy Allocation Form (VAF) Files. Included are NA Forms 3034, Vacancy Allocation Form; correspondence; copies of Standard Forms 52 and position descriptions; staffing lists generated by program offices; and reports annotated with the Archivist's decisions. b. Copy of VAF maintained by the Human Resources Operations Branch (NAHO).	Temporary N01-0064-2000-0008 Item 10b File on left side of the Official Personnel Folder (OPF). See file no. 301-2. (N1-64-00-8, item 10b)
128 Vacancy Allocation Files 128-2	Paper and electronic records maintained as a means of managing NARA's vacancy allocation process. Microsoft Excel spreadsheet file of VAF Tracking Report maintained by NAB.	Temporary N01-0064-2000-0008 Item 10c Maintain separate electronic worksheets by fiscal year. Delete worksheet when 2 years old OR when no longer needed for administrative purposes, whichever is LATER. (N1-64-00-8, item 10c)
128 Vacancy Allocation Files 128-3a	Paper and electronic records maintained as a means of managing NARA's vacancy allocation process. Paper copies of VAF Tracking Report. a. Record copy maintained by NAB.	Temporary N01-0064-2000-0008 Item 10d Print record copy at end of the fiscal year. Destroy when 2 years old OR when no longer needed for administrative purposes, whichever is LATER. (N1-64-00-8, item 10d)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
128 Vacancy Allocation Files 128-3b	Paper and electronic records maintained as a means of managing NARA's vacancy allocation process. Paper copies of VAF Tracking Report. b. Copies maintained by other offices.	Temporary N01-0064-2000-0008 Item 10e Destroy when no longer needed for administrative OR reference purposes. (N1-64-00-8, item 10e)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
Customer Service 131 NARA Customer Service Program Files 131-1a	Records pertaining to developing, implementing, and reporting on the NARA Customer Service Program. Includes plans, reports, case files, and other records documenting NARA's compliance with Executive Order 12862 and Presidential Memorandums dated March 22, 1995, and March 3, 1998. NARA Customer Service Plans and Customer Service Reports. Plans include NARA's customer service standards and program elements. Reports sent to the President, National Partnership for Reinventing Government (NPR), and Congress contain anecdotal and statistical information about NARA's interactions with customers and accomplishments related to the customer service standards identified in NARA's Customer Service Plan. NARA Customer Service Plans and Customer Service Reports. Plans include NARA's customer service standards and program elements. Reports sent to the President, National Partnership for Reinventing Government (NPR), and Congress contain anecdotal and statistical information about NARA's interactions with customers and accomplishments related to the customer service standards identified in NARA's Customer Service Plan. a. Record copies of NARA Customer Service Plans and Customer Service Reports maintained by NPOL.	Permanent N01-0064-2000-0008 Item 7a PERMANENT. Cut off after Customer Service Report(s) for related Customer Service Plan is (are) issued. Transfer to NARA in 5-year blocks when 5 years old. (N1-64-00-8, item 7a) NOTE: When NARA includes customer service performance data in Annual Performance and Accountability Reports (formerly Annual Performance Reports) rather than publishing Customer Service Reports, transfer record copies of the Customer Service Plan in 5-year blocks when 5 years old.
131 NARA Customer Service Program Files 131-1b	Records pertaining to developing, implementing, and reporting on the NARA Customer Service Program. Includes plans, reports, case files, and other records documenting NARA's compliance with Executive Order 12862 and Presidential Memorandums dated March 22, 1995, and March 3, 1998. NARA Customer Service Plans and Customer Service Reports. Plans include NARA's customer service standards and program elements. Reports sent to the President, National Partnership for Reinventing Government (NPR), and Congress contain anecdotal and statistical information about NARA's interactions with customers and accomplishments related to the customer service standards identified in NARA's Customer Service Plan. NARA Customer Service Plans and Customer Service Reports. Plans include NARA's customer service standards and program elements. Reports sent to the President, National Partnership for Reinventing Government (NPR), and Congress contain anecdotal and statistical information about NARA's interactions with customers and accomplishments related to the customer service standards identified in NARA's Customer Service Plan. b. Copies maintained by other offices.	Temporary N01-0064-2000-0008 Item 7b Destroy when superseded OR obsolete. (N1-64-00-8, item 7b)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
131 NARA Customer Service Program Files 131-2a1	Records pertaining to developing, implementing, and reporting on the NARA Customer Service Program. Includes plans, reports, case files, and other records documenting NARA's compliance with Executive Order 12862 and Presidential Memorandums dated March 22, 1995, and March 3, 1998. NARA Customer Service Plan Developmental Files. Case files relating to preparing and publishing paper and electronic versions of NARA Customer Service Plans for dissemination to NPR, the general public, NARA staff, and other interested constituencies. a. Developmental case files maintained by NPOL. (1) Substantive drafts and final versions of Customer Service Plans, correspondence (e-mails and memoranda), comments, and other records that document justifications for specific customer service standards.	Permanent N01-0064-2000-0008 Item 7d PERMANENT. Cut off upon publication of NARA Customer Service Plan. Transfer to NARA with record copy of related plan. See file no. 131-1a. (N1-64-00-8, item 7d)
131 NARA Customer Service Program Files 131-2a2	Records pertaining to developing, implementing, and reporting on the NARA Customer Service Program. Includes plans, reports, case files, and other records documenting NARA's compliance with Executive Order 12862 and Presidential Memorandums dated March 22, 1995, and March 3, 1998. NARA Customer Service Plan Developmental Files. Case files relating to preparing and publishing paper and electronic versions of NARA Customer Service Plans for dissemination to NPR, the general public, NARA staff, and other interested constituencies. a. Developmental case files maintained by NPOL. (2) All other background records used to prepare and facilitate publication of NARA Customer Service Plans.	Temporary N01-0064-2000-0008 Item 7e Cut off upon publication of NARA Customer Service Plan. Destroy when successive Customer Service Plan is published. (N1-64-00-8, item 7e)
131 NARA Customer Service Program Files 131-2b	Records pertaining to developing, implementing, and reporting on the NARA Customer Service Program. Includes plans, reports, case files, and other records documenting NARA's compliance with Executive Order 12862 and Presidential Memorandums dated March 22, 1995, and March 3, 1998. NARA Customer Service Plan Developmental Files. Case files relating to preparing and publishing paper and electronic versions of NARA Customer Service Plans for dissemination to NPR, the general public, NARA staff, and other interested constituencies. b. Developmental files maintained by other offices.	Temporary DAA-0064-2015-0003-dup Item 1 Use file 207, "Routine Administrative (Non-Mission) Records Common to All Offices." (DAA-0064-2015-0003-0001)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
131 NARA Customer Service Program Files 131-3a	Records pertaining to developing, implementing, and reporting on the NARA Customer Service Program. Includes plans, reports, case files, and other records documenting NARA's compliance with Executive Order 12862 and Presidential Memorandums dated March 22, 1995, and March 3, 1998. NARA Customer Service Report Developmental Files. Case files relating to preparing and publishing paper and electronic versions of the NARA Customer Service Report for dissemination to NPR, the general public, NARA staff, and other interested constituencies. These files may include: substantive drafts and final version of Report; correspondence (e-mails, memoranda, and letters) and comments; worksheets; copies of NARA notices, Quarterly Reports to the Archivist, units' feeder reports (containing statistical information and narrative accounts of successful interactions with customers), and completed NA Form 14045s, Customer Comment Forms; letters from customers; preceding customer service reports; and other related records. a. Developmental case files maintained by NPOL.	Temporary N01-0064-2000-0008 Item 7f Cut off upon publication of NARA Customer Service Report. Destroy when no longer needed for reference. (N1-64-00-8, item 7f)
131 NARA Customer Service Program Files 131-3b	Records pertaining to developing, implementing, and reporting on the NARA Customer Service Program. Includes plans, reports, case files, and other records documenting NARA's compliance with Executive Order 12862 and Presidential Memorandums dated March 22, 1995, and March 3, 1998. NARA Customer Service Report Developmental Files. Case files relating to preparing and publishing paper and electronic versions of the NARA Customer Service Report for dissemination to NPR, the general public, NARA staff, and other interested constituencies. These files may include: substantive drafts and final version of Report; correspondence (e-mails, memoranda, and letters) and comments; worksheets; copies of NARA notices, Quarterly Reports to the Archivist, units' feeder reports (containing statistical information and narrative accounts of successful interactions with customers), and completed NA Form 14045s, Customer Comment Forms; letters from customers; preceding customer service reports; and other related records. b. Developmental case files maintained by other offices.	Temporary DAA-0064-2015-0003-dup Item 1 Use file 207, "Routine Administrative (Non-Mission) Records Common to All Offices." (DAA-0064-2015-0003-0001)
132 Customer Feedback Files 132-1a1	Records related to acquiring customers' feedback through survey instruments, comment forms, correspondence, and non-written communications. Customer Survey Questionnaire, Focus Group, and Interview Files. Records related to developing, administering, evaluating, and reporting on customer feedback in the forms of survey questionnaires, focus groups, and telephone/in-person interviews. a. Case files related to developing, administering, and evaluating the effectiveness of questionnaires, focus groups, and telephone/in-person interviews. Included are: · Drafts and final versions of information collection instrument, such as: · Survey questionnaire, · Prepared script for focus group, and/or · Set of questions for telephone/in-person interviews); · E-mails, other correspondence, and comments; · Records related to the OMB clearance process, such as; · OMB Form 83-I, Paperwork Reduction Act Submission, and · Supporting statement (for information collection); · Agreements and contractual documents, such as: · Statements of work, · Requisitions · Purchase orders, and · Requisitions · Instructions and other documents regarding administration of information collection instrument; · Evaluations of instrument's effectiveness; and · Other related records. (1) Files maintained by office(s) responsible for conducting questionnaires, focus groups, and interviews.	Temporary N01-0064-2000-0008 Item 8a Cut off upon completion of administration of questionnaire, focus group, or telephone/in-person interviews. Destroy when 6 years old. (N1-64-00-8, item 8a)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
132 Customer Feedback Files 132-1a2	Records related to acquiring customers' feedback through survey instruments, comment forms, correspondence, and non-written communications. Customer Survey Questionnaire, Focus Group, and Interview Files. Records related to developing, administering, evaluating, and reporting on customer feedback in the forms of survey questionnaires, focus groups, and telephone/in-person interviews. a. Case files related to developing, administering, and evaluating the effectiveness of questionnaires, focus groups, and telephone/in-person interviews. Included are: · Drafts and final versions of information collection instrument, such as: · Survey questionnaire, · Prepared script for focus group, and/or · Set of questions for telephone/in-person interviews); · E-mails, other correspondence, and comments; · Records related to the OMB clearance process, such as; · OMB Form 83-I, Paperwork Reduction Act Submission, and · Supporting statement (for information collection); · Agreements and contractual documents, such as: · Statements of work, · Requisitions · Purchase orders, and · Requisitions · Instructions and other documents regarding administration of information collection instrument; · Evaluations of instrument's effectiveness; and · Other related records. (2) Files maintained by NPOL for purposes of reviewing and approving instruments for customer feedback and assessing their effectiveness. NOTE: For information collections files maintained by the Information Technology Policy and Administration Division (NHP), see file no. 229-1.	Temporary N01-0064-2000-0008 Item 8b Cut off upon completion of administration of questionnaire, focus group, or interviews. Destroy when 6 years old. (N1-64-00-8, item 8b)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
132 Customer Feedback Files 132-1a3a	Records related to acquiring customers' feedback through survey instruments, comment forms, correspondence, and non-written communications. Customer Survey Questionnaire, Focus Group, and Interview Files. Records related to developing, administering, evaluating, and reporting on customer feedback in the forms of survey questionnaires, focus groups, and telephone/in-person interviews. a. Case files related to developing, administering, and evaluating the effectiveness of questionnaires, focus groups, and telephone/in-person interviews. Included are: · Drafts and final versions of information collection instrument, such as: · Survey questionnaire, · Prepared script for focus group, and/or · Set of questions for telephone/in-person interviews); · E-mails, other correspondence, and comments; · Records related to the OMB clearance process, such as; · OMB Form 83-I, Paperwork Reduction Act Submission, and · Supporting statement (for information collection); · Agreements and contractual documents, such as: · Statements of work, · Requisitions · Purchase orders, and · Requisitions · Instructions and other documents regarding administration of information collection instrument; · Evaluations of instrument's effectiveness; and · Other related records. (3) Documents related to working with an outside organization or contractor to develop and/or administer questionnaires, focus groups, and interviews.(a) Memorandums of Agreement (or Understanding) and statements of work.	Temporary N01-0064-2000-0008 Item 8c Dispose of in accordance with file nos. 132-1a(1) OR 132-1a(2). (N1-64-00-8, item 8c)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
132 Customer Feedback Files 132-1a3b	Records related to acquiring customers' feedback through survey instruments, comment forms, correspondence, and non-written communications. Customer Survey Questionnaire, Focus Group, and Interview Files. Records related to developing, administering, evaluating, and reporting on customer feedback in the forms of survey questionnaires, focus groups, and telephone/in-person interviews. a. Case files related to developing, administering, and evaluating the effectiveness of questionnaires, focus groups, and telephone/in-person interviews. Included are: · Drafts and final versions of information collection instrument, such as: · Survey questionnaire, · Prepared script for focus group, and/or · Set of questions for telephone/in-person interviews); · E-mails, other correspondence, and comments; · Records related to the OMB clearance process, such as; · OMB Form 83-I, Paperwork Reduction Act Submission, and · Supporting statement (for information collection); · Agreements and contractual documents, such as: · Statements of work, · Requisitions · Purchase orders, and · Requisitions · Instructions and other documents regarding administration of information collection instrument; · Evaluations of instrument's effectiveness; and · Other related records. (3) Documents related to working with an outside organization or contractor to develop and/or administer questionnaires, focus groups, and interviews.(b) Purchase orders and other contractual paperwork.	Temporary N01-0064-2000-0008 Item 8d Dispose of in accordance with file nos. 519-1a OR 519-1b. (N1-64-00-8, item 8d)
132 Customer Feedback Files 132-1b	Records related to acquiring customers' feedback through survey instruments, comment forms, correspondence, and non-written communications. Customer Survey Questionnaire, Focus Group, and Interview Files. Records related to developing, administering, evaluating, and reporting on customer feedback in the forms of survey questionnaires, focus groups, and telephone/in-person interviews. b. Files related to evaluating feedback from customers completing customer satisfaction information collections. Files (arranged by particular information collection) are maintained by office(s) responsible for conducting questionnaires, focus groups, and interviews. Included are: · Completed survey questionnaires; · Evaluation forms (e.g., NA Form 2019s); · Other feedback documents from focus groups and telephone/in-person interviews; and · Paper and electronic compilations of data culled from these information collection instruments.	Temporary N01-0064-2000-0008 Item 8e Cut off upon completion of data compilations. Destroy when 3 years old OR when no longer needed for reference, whichever is LATER. (N1-64-00-8, item 8e)
132 Customer Feedback Files 132-1c1	Records related to acquiring customers' feedback through survey instruments, comment forms, correspondence, and non-written communications. Customer Survey Questionnaire, Focus Group, and Interview Files. Records related to developing, administering, evaluating, and reporting on customer feedback in the forms of survey questionnaires, focus groups, and telephone/in-person interviews. c. Files related to reporting on final results of survey questionnaires, focus groups, and telephone/in-person interviews. (1) Record copy of final report maintained by NPOL.	Permanent N01-0064-2000-0008 Item 8f PERMANENT. Transfer to NARA when 5 years old. (N1-64-00-8, item 8f)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
132 Customer Feedback Files 132-1c2	Records related to acquiring customers' feedback through survey instruments, comment forms, correspondence, and non-written communications. Customer Survey Questionnaire, Focus Group, and Interview Files. Records related to developing, administering, evaluating, and reporting on customer feedback in the forms of survey questionnaires, focus groups, and telephone/in-person interviews. c. Files related to reporting on final results of survey questionnaires, focus groups, and telephone/in-person interviews. (2) Copy of final report maintained by the office responsible for conducting survey questionnaires, focus groups, and telephone/in-person interviews.	Temporary Use GRS_6-5-010
132 Customer Feedback Files 132-1c3	Records related to acquiring customers' feedback through survey instruments, comment forms, correspondence, and non-written communications. Customer Survey Questionnaire, Focus Group, and Interview Files. Records related to developing, administering, evaluating, and reporting on customer feedback in the forms of survey questionnaires, focus groups, and telephone/in-person interviews. c. Files related to reporting on final results of survey questionnaires, focus groups, and telephone/in-person interviews. (3) Report developmental files maintained by the office responsible for conducting questionnaires, focus groups, and interviews. Included are: substantive drafts of the report, correspondence (e-mails, memoranda, and letters), comments, and related background documentation.	Temporary Use GRS_6-5-010
132 Customer Feedback Files 132-2	Records related to acquiring customers' feedback through survey instruments, comment forms, correspondence, and non-written communications. Comment and Complaint Files. Documents created or accumulated in NHP and customer service units addressing customers' comments, compliments, suggestions, and complaints about NARA services and products. Includes: · Original incoming correspondence; · Comment forms, such as NA Form 14045s; · Records of non-written communications; · Copies of replies; · Information Quality Guidelines Annual Report; and · Related supporting materials. NOTE: Excludes records maintained by customer service staff at archival operations units in the field. See chapter 16, file no. 1618, "Regional Outreach."	Temporary N01-0064-2000-0008 Item 8g Cut off annually. Destroy when 3 years old. (N1-64-00-8, item 8g)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
Special Studies and Projects 140 Special Studies 140-1a	Special studies conducted by an individual office, task force, or working group. Studies that result in significant changes in how NARA conducts its business. a. Final report and other substantive materials.	Permanent DAA-0064-2016-0003 Item 1 PERMANENT. Cut off files upon completion of study. Transfer to the National Archives in 5-year blocks 15 years after cutoff. (DAA-0064-2016-0003-0001)
140 Special Studies 140-1b	Special studies conducted by an individual office, task force, or working group. Studies that result in significant changes in how NARA conducts its business. b. Non-substantive working papers, drafts, and supporting documentation.	Temporary DAA-0064-2016-0003 Item 2 Cut off files upon completion of study. Destroy 5 years after cutoff. (DAA-0064-2016-0003-0002)
140 Special Studies 140-2	Special studies conducted by an individual office, task force, or working group. All other studies.	Temporary DAA-0064-2016-0003 Item 3 Cut off files upon completion of study. Destroy 7 years after cutoff. (DAA-0064-2016-0003-0003)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
141 Special Projects 141-1a	Special projects conducted by an organization outside its framework of usual or routine work. Significant projects that: · Result in significant changes in how NARA conducts its business; · Have a major impact or contribution to the archival, records management, or other communities in which NARA is involved whereby the impact or contribution enhances access to government records; or · Have historical significance relating to NARA's mission (for example: projects generating congressional or press interest). a. Final report or product and any related substantive materials.	Permanent DAA-0064-2016-0005 Item 1 PERMANENT. Cut off files upon completion of project. Transfer to the National Archives in 5-year blocks 15 years after cutoff. (DAA-0064-2016-0005-0001)
141 Special Projects 141-1b	Special projects conducted by an organization outside its framework of usual or routine work. Significant projects that: · Result in significant changes in how NARA conducts its business; · Have a major impact or contribution to the archival, records management, or other communities in which NARA is involved whereby the impact or contribution enhances access to government records; or · Have historical significance relating to NARA's mission (for example: projects generating congressional or press interest). b. Non-substantive working papers, drafts, and other supporting documentation.	Temporary DAA-0064-2016-0005 Item 2 Cut off files after completion of project. Destroy when no longer needed. (DAA-0064-2016-0005-0002)
141 Special Projects 141-2	Special projects conducted by an organization outside its framework of usual or routine work. All other projects.	Temporary DAA-0064-2016-0005 Item 3 Cut off files upon completion of project. Destroy 7 years after cutoff. (DAA-0064-2016-0005-0003)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
Research and Evaluation 145 Research and Evaluation Program Files 145	Program documents, schedules, correspondence, and related records relating to the general planning and supervision of the programs. Arranged by subject.	Permanent N01-0064-1987-0001 Item 118 PERMANENT. Cut off when no longer needed for current operations. Transfer to NARA in 10-year blocks when 20 years old. (N1-64-87-1)
146 Research and Evaluation Technical Report Files 146-1	Technical reports or unpublished manuscripts of reports prepared in connection with a project, final narrative reports, statistical and graphic compilations, summarizations, and analyses. Record copy maintained by office conducting the evaluation. Arranged by project.	Permanent N01-0064-1987-0001 Item 119-1 PERMANENT. Cut off at completion of project. Transfer to NARA in 10-year blocks when 20 years old. (N1-64-87-1)
146 Research and Evaluation Technical Report Files 146-2	Technical reports or unpublished manuscripts of reports prepared in connection with a project, final narrative reports, statistical and graphic compilations, summarizations, and analyses. Other copies.	Temporary N01-0064-1987-0001 Item 119-2 Destroy when no longer needed for reference. (N1-64-87-1)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
Program Direction - FRCs, Archival Operations in Field, and Field Support Offices 147 Program Direction 147	Records created when planning, managing, and evaluating activities and programs at FRCs, Archival Operations in the field, and Field Support Offices.	Temporary N01-0064-2008-0010 Item 2 Cut off at close of fiscal year in which the project/activity/transaction was completed or superseded. Destroy 5 years after cutoff. (N1-064-08-10, Item 2)
Electronic Copies of Records Contained in this Chapter 199 Word Processing Files and Electronic Mail (E-mail) Records 199-1	Word Processing Files and Electronic Mail (E-mail) Records Word Processing Files. Documents such as letters, memoranda, reports, handbooks, directives, and manuals recorded on electronic media, such as hard disks or floppy diskettes, after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes.	Temporary N01-0064-2000-0008 Item 15a Delete from the word processing system when no longer needed for updating or revision. (GRS 5.2, item 020; N1-64-00-8, item 15a; and N1-64-03-1, item 6a)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
199 Word Processing Files and Electronic Mail (E-mail) Records 199-2	Word Processing Files and Electronic Mail (E-mail) Records E-mail Records. Senders' and recipients' versions of e-mail messages that meet the definition of Federal records, and any attachments to the record messages after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes.	PERMANENT / Temporary N01-0064-2000-0008 Item 15b, GRS 6.1 items 010, 011 Delete from the e-mail system after copying to a recordkeeping system. (GRS 6.1 tiems 010, 011, GRS 5.2, item 020; N1-64-00-8, item 15b; and N1-64-03-1, item 6b) NOTE: Along with the message text, the recordkeeping system must capture the names of sender and recipients and date (transmission data for recordkeeping purposes) and any receipt data when required.

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
Chapter 2, General Administration Office Administration 201 Files Plan 201-1	Files Plan (NA Form 2003) showing records maintained by an office. Record copy of files plan maintained by the office responsible for the records. (Place Files Plan in first folder of file drawer or, in the case of nonstandard filing equipment, post the plan in a conspicuous location.)	Temporary N01-0064-1996-0002 Item 11 Cut off annually. Destroy when 3 years old OR when no longer needed for reference OR administrative use. (N1-64-96-2, item 11)
201 Files Plan 201-2	Files Plan (NA Form 2003) showing records maintained by an office. Copies maintained by the NARA Records Officer, records liaison officers, and administrative officers.	Temporary N01-0064-1987-0001 Item 201-2 Cut off annually. Destroy on receipt of a revised plan OR discontinuance of the plan. (N1-64-87-1)
202 Reading Files 202-1	Copies of outgoing communications which are maintained for review by staff members. Reading files of the Archivist and Deputy Archivist/Chief of Staff.	Permanent N01-0064-1987-0001 Item 202-1 PERMANENT. Cut off in 6-month blocks. Transfer to NARA in 5-year blocks when 10 years old. (N1-64-87-1)
202 Reading Files 202-2	Copies of outgoing communications which are maintained for review by staff members. Reading files maintained by office heads, staff directors, or equivalent.	Temporary N01-0064-1987-0001 Item 202-2 Cut off in 6-month blocks. Destroy when 3 years old. (N1-64-87-1)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
202 Reading Files 202-3	Copies of outgoing communications which are maintained for review by staff members. All other reading files.	Temporary N01-0064-1987-0001 Item 202-3 Cut off in 6-month blocks. Destroy when 6 months old. (These files may be retained for up to 2 years at the office's discretion.) (N1-64-87-1)
203 Suspense Files 203-1	Documents arranged in chronological order as a reminder that an action is required on a given date or that a reply to action is expected and, if not received, should be traced to a given date. A note or other reminder to take action.	Temporary Use GRS_5-2-010
203 Suspense Files 203-2	Documents arranged in chronological order as a reminder that an action is required on a given date or that a reply to action is expected and, if not received, should be traced to a given date. The file copy or an extra of an outgoing communication filed by the date on which a reply is expected.	Temporary Use GRS_5-2-010
204 Schedules of Daily Activities 204-1	Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities of NARA employees, excluding materials determined to be personal. NOTE: Personal materials should be segregated from official records. If materials are intermixed, copy those portions that pertain to official business and place in official file. Records containing substantive information relating to the official activities of the Archivist, Deputy Archivist, office heads, staff directors, and special assistants to the Archivist and Deputy Archivist. The substance of information in the schedules has not already been incorporated into reports, correspondence, or other records included in the official files.	Temporary N01-0064-1990-0001 Item 204-1 Cut off annually. Destroy when 15 years old OR when no longer needed for reference, whichever is SOONER. (N1-64-90-1) NOTE: Print out calendars and schedules maintained in electronic form and retain the printouts as the records.

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
204 Schedules of Daily Activities 204-2	Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities of NARA employees, excluding materials determined to be personal. NOTE: Personal materials should be segregated from official records. If materials are intermixed, copy those portions that pertain to official business and place in official file. Records of other NARA employees containing substantive information relating to their official activities. The substance of the information has NOT already been incorporated into the official files.	Temporary Use GRS_5-1-010
204 Schedules of Daily Activities 204-3	Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities of NARA employees, excluding materials determined to be personal. NOTE: Personal materials should be segregated from official records. If materials are intermixed, copy those portions that pertain to official business and place in official file. Records documenting routine activities containing no substantive information and records containing substantive information, the substance of which has been incorporated into the official files.	Temporary Use GRS_5-1-010
206 Administrative Tracking and Control Files 206	Logs, registers, and other records in hard copy or electronic form used to control or document the status of correspondence, reports, or other records that are scheduled for disposal in accordance with the NARA Records Schedule.	Temporary Use GRS_4-1-010
207 Routine Administrative (Non-Mission) Records Common to All Offices 207	Records documenting routine administrative activities created and/or received by all NARA organizations that do not have primary responsibility for those activities. Records include requests and responses regarding routine office administrative services and activities. Examples of records include, but are not limited to: requests for supplies, credit card purchases, contracts, budget requests, printing requests, travel records, facility work orders, space management requests, recruitment/staffing requests, revised position descriptions, awards, time and attendance records, telework agreements, Employee Viewpoint Survey (EVS) activities documentation, employee exit clearances, and similar records. This "Administrative (Admin) Big Bucket" disposition covers administrative records created/received/maintained in NARA offices where: · Administrative functions are not their core mission. Includes locally-maintained copies of records forwarded to primary administrative organizations such as Accounting, Budget, Facilities, and Human Capital; · "Core administrative functions" are being fulfilled on behalf of a primary administrative organization (such as decentralized procurement or other fiscal activities); and · Non-mission administrative functions are being performed by primary administrative organizations whose core mission is administrative in nature. For example, file no. 207 applies when Human Capital creates procurement-related records while purchasing goods or services, and personnel actions when hiring for its own staff. The Admin Big Bucket disposition does not apply to records and data created/received/maintained: · As part of organizations' core mission duties. These core mission records are scheduled by NARA-specific disposition authorities; · By primary administrative organizations whose core mission records are covered by the General Records Schedule or NARA-specific disposition authorities. For example, file no. 207 does not apply to personnel-related records in Human Capital components, or contract records maintained by contracting officers in Acquisitions; · In unofficial personnel files (file no. 303-1); and · In electronic systems dedicated to performing specific administrative functions. For example, file no. 207 does not apply to records maintained in NARA's travel system or personnel system.	Temporary DAA-0064-2015-0003 Item 1 Cut off at end of fiscal year in which the project/activity/transaction was completed or superseded. Destroy 7 years after cutoff. (DAA-0064-2015-0003-0001)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
208 Designation Files 208	Correspondence and forms designating authority to certain employees to: sign time and attendance cards, property passes, and printing requisitions; certify invoices; control personal property; and undertake other duties and responsibilities as assigned.	Temporary N01-0064-1996-0002 Item 12 Cut off annually, bringing forward documents still in effect. Destroy remaining file when 1 year old. (N1-64-96-2, item 12)
209 Employee Publication Review Files 209	Reviews by office heads, staff directors, or equivalent of publications authored by NARA employees. Included are requests for reviews, responses, and copies of the publications.	Temporary N01-0064-1987-0001 Item 209 Cut off annually. Destroy when 2 years old. (N1-64-87-1)
211 Reference Publication Files 211	Copies of NARA internal and/or external directives, NARA publications, and publications issued by other Government agencies and non-Governmental organizations that are maintained for reference within an office. These files are normally kept in binders and filed in bookcase units.	Temporary N01-0064-1987-0001 Item 211 Destroy when superseded, obsolete, OR no longer needed for reference. (N1-64-87-1)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
Training 212 Office Training Files 212-1	Office Training Files Individual Training Files. Documents maintained by individual offices relating to training of employees. See item 213 for NARA training records.	Temporary N01-0064-1996-0002 Item 13a Cut off annually. Destroy when 2 years old. (N1-64-96-2, item 13a)
212 Office Training Files 212-2	Office Training Files Individual Career Intern Development (CIDS) Files. Documents relating to trainee's completion of training, performance plans and evaluations, and certificates of training.	Temporary N01-0064-1996-0002 Item 13b Cut off after training is completed OR terminated. Destroy when 5 years old. (N1-64-96-2, item 13b)
213 NARA Training Records 213-1a	NARA Training Records NARA Training Materials - Training Aids. Record copies of training materials used for training in the mission-related and occupational development functions or activities associated with the goals of NARA and its programs. Also includes routine general files of agency-sponsored training. a. Record copies of training materials used for training in mission-relatedand occupational development functions or activities associated with the goals of NARA and its programs. Records may include, but are notlimited to: · Training course plans, instructional materials, and presentation materials; · Manuals, syllabi, textbooks, and source materials; · Media (i.e., videos, illustrations, job aids, etc.); · Training/development program outlines (containing definitions, underpinnings, justifications, and/or transcript details serving as the business purposes for initial implementation activities/events); and · Other training aids developed by the agency.	Temporary DAA-0064-2016-0014 Item 1 Cut off at end of calendar year in which course or materials is/are superseded or course is discontinued. Destroy 10 years after cutoff. (DAA-0064-2016-0014-0001)
213 NARA Training Records 213-1b	NARA Training Records NARA Training Materials - Training Aids. Record copies of training materials used for training in the mission-related and occupational development functions or activities associated with the goals of NARA and its programs. Also includes routine general files of agency-sponsored training. b. Record copies of materials and media used in non-mission-relatedand other routine required/general agency-sponsored training. Records may include, but are not limited to: · Training course plans, instructional materials, and presentation materials; · Manuals, syllabi, textbooks, and source materials; · Media (i.e., videos, illustrations, job aids, etc.); · Other training aids developed by the agency; and · Transcripts and records of completion for this type of training.	Temporary DAA-0064-2016-0014 Item 2 Cut off at end of calendar year in which course or materials is/are superseded or course is discontinued. Destroy 6 years after cutoff. (DAA-0064-2016-0014-0002)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
213 NARA Training Records 213-2	NARA Training Records NARA-sponsored training. Correspondence, agreements, authorizations, reports, requirement reviews, plans, and objectives relating to the establishment and operation of training courses and conferences.	Temporary Use GRS_2-6-010
213 NARA Training Records 213-3	NARA Training Records Background and working files.	Temporary Use GRS_2-6-010
213 NARA Training Records 213-4	NARA Training Records Routine operational records relating to support of training, such as room reservations and class lists.	Temporary DAA-0064-2015-0003-dup Item 1 Use GRS 5.1 item 010 or File 207 (DAA-0064-2015-0003 item 1).
213 NARA Training Records 213-5	NARA Training Records External training. Correspondence, reports, and other records relating to the availability of training and employee participation in training programs sponsored by other Government agencies or non-Government institutions.	Temporary Use GRS_2-6-010, 030
213 NARA Training Records 213-6	NARA Training Records Course announcement files. Reference file of pamphlets, notices, catalogs, and other records which provide information on courses or programs offered by Government or non-Government organizations.	Non-Record Non-Record Item Non-Record Nonrecord. Destroy when superseded OR obsolete.

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
213 NARA Training Records 213-7	NARA Training Records NARA Transcript and Certificate Records. Record copies of transcripts, certificates, associated files, or other files documenting attendance or participation in NARA-sponsored mission-related and occupational development training activities, as well as one-time mandated training requirements. Types of training may include, but are not limited to: classes, seminars, conferences, or special programs and assignments.	Temporary DAA-0064-2016-0014 Item 3 Cut off at end of calendar year in which participation was documented. Destroy 20 years after cutoff or 1 year after separation or transfer of employee, whichever is later. (DAA-0064-2016-0014-0003)
Program Control 214 NARA Fee Schedule Files 214-1	Correspondence, studies, reports, working papers, and other records relating to preparing the NARA fee schedule. Case file maintained by office responsible for coordinating or developing the fee schedule.	Temporary N01-0064-1996-0002 Item 15 Destroy when 15 years old OR when second update cycle of the fee schedule revision is completed. (N1-64-96-2, item 15)
214 NARA Fee Schedule Files 214-2	Correspondence, studies, reports, working papers, and other records relating to preparing the NARA fee schedule. Copies of the fee schedule maintained by all offices.	Temporary N01-0064-1987-0001 Item 214-2 Destroy when superseded OR obsolete. (N1-64-87-1)
214 NARA Fee Schedule Files 214-3	Correspondence, studies, reports, working papers, and other records relating to preparing the NARA fee schedule. Other records maintained by other offices.	Temporary N01-0064-1987-0001 Item 214-3 Destroy when no longer needed for reference. (N1-64-87-1)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
215 Special Fee Projects 215	Cost analyses, correspondence, and reports relating to establishing fees for special reproduction projects.	Temporary N01-0064-1987-0001 Item 215 Cut off upon completion OR termination of project. Destroy when 10 years old. (N1-64-87-1)
216 Federal Activities Inventory Reform (FAIR) Act Files 216-1	Records documenting the development and submission of the annual Commercial Activities Inventory and other requirements of the FAIR Act. Correspondence and other records relating to the development of the Commercial Activities Inventory and its submission to the Office of Management and Budget (OMB) and Congress. Includes copies of inventories and background papers, records relating to the Archivist's review of the inventory, OMB's review, and challenges and appeals.	Temporary N01-0064-2000-0008 Item 12a Cut off annually. Destroy 5 years after cutoff. (N1-64-00-8, item 12a)
216 Federal Activities Inventory Reform (FAIR) Act Files 216-2	Records documenting the development and submission of the annual Commercial Activities Inventory and other requirements of the FAIR Act. Records relating to management reviews conducted pursuant to the FAIR Act.	Temporary N01-0064-2000-0008 Item 12b Cut off upon completion of review. Retire to records center 3 years after cutoff. Destroy when 10 years old. (N1-64-00-8, item 12b)
216 Federal Activities Inventory Reform (FAIR) Act Files 216-3	Records documenting the development and submission of the annual Commercial Activities Inventory and other requirements of the FAIR Act. Copies of OMB Circular A-76, implementing instructions, and related materials issued outside of NARA.	Temporary N01-0064-1987-0001 Item 216-3 Destroy when superseded, obsolete, OR no longer needed for reference. (N1-64-87-1)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
217 OMB Circular A-76, Performance of Commercial Activities, Files 217-1	Records documenting NARA's implementation of OMB Circular A-76, Performance of Commercial Activities. Includes implementation procedures, reviews of NARA commercial activities, appeal procedures, other reviews required under A-76, and inventories of in-house commercial activities and those activities already contracted out. (File procurement records related to A-76 solicitations in individual case files under item 519, "General Procurement Files.") Case files maintained by office having primary responsibility.	Temporary N01-0064-2000-0008 Item 13a Cut off when action is completed. Retire to records center 3 years after cutoff. Destroy when 10 years old. (N1-64-00-8, item 13a)
217 OMB Circular A-76, Performance of Commercial Activities, Files 217-2	Records documenting NARA's implementation of OMB Circular A-76, Performance of Commercial Activities. Includes implementation procedures, reviews of NARA commercial activities, appeal procedures, other reviews required under A-76, and inventories of in-house commercial activities and those activities already contracted out. (File procurement records related to A-76 solicitations in individual case files under item 519, "General Procurement Files.") Records maintained by the Office of the Inspector General (OIG) as part of independent review process.	Temporary N01-0064-2000-0008 Item 13b Cut off upon completion of study. Retire to records center 1 year after cutoff. Destroy when 10 years old. (N1-64-00-8, item 13b)
217 OMB Circular A-76, Performance of Commercial Activities, Files 217-3	Records documenting NARA's implementation of OMB Circular A-76, Performance of Commercial Activities. Includes implementation procedures, reviews of NARA commercial activities, appeal procedures, other reviews required under A-76, and inventories of in-house commercial activities and those activities already contracted out. (File procurement records related to A-76 solicitations in individual case files under item 519, "General Procurement Files.") Records maintained by other offices, including information copies and background material.	Temporary N01-0064-1990-0001 Item 217-4 Cut off upon completion of study. Destroy when 2 years old. (N1-64-90-1)
218 Management Control Policies and Procedures Files 218	Correspondence and other records relating to management (internal) control policies and procedures under OMB Circular A-123, Management Accountability and Control, and OMB Circular A-127, Financial Management Systems. Included are copies of office-level management control plans and internal operating procedures (IOPs) (see file no. 104-4).	Temporary N01-0064-1987-0001 Item 218 Destroy when superseded, obsolete, OR no longer needed for reference. (N1-64-87-1)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
219 Risk Assessment Files 219	Correspondence, risk assessment forms, and other records relating to assessing the susceptibility of NARA and its programs to loss or unauthorized use of resources, errors in reports and information, illegal or unethical acts, and/or adverse or unfavorable public opinion.	Temporary N01-0064-1990-0001 Item 219 Cut off after assessment report. Destroy 5 years after cutoff OR upon completion of subsequent assessment report, whichever is EARLIER. (N1-64-90-1)
220 Management Control Evaluation Files 220-1	Correspondence, reports, corrective action plans, and similar records relating to studies or formal evaluations of management controls (OMB Circular A-123) and financial subsystem reviews (OMB Circular A-127). Records maintained by the Financial Reporting and Analysis Staff (XF) and the office conducting evaluation (if not filed under a specific program or functional file number (e.g., 1318).	Temporary N01-0064-1987-0001 Item 220-1 Cut off annually. Destroy when 5 years old. (N1-64-87-1)
220 Management Control Evaluation Files 220-2	Correspondence, reports, corrective action plans, and similar records relating to studies or formal evaluations of management controls (OMB Circular A-123) and financial subsystem reviews (OMB Circular A-127). Records maintained by other offices.	Temporary N01-0064-1987-0001 Item 220-2 Cut off annually. Destroy when 1 year old. (N1-64-87-1)
220 Management Control Evaluation Files 220-3	Correspondence, reports, corrective action plans, and similar records relating to studies or formal evaluations of management controls (OMB Circular A-123) and financial subsystem reviews (OMB Circular A-127). Tracking files.	Temporary Use GRS_4-1-010

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
221 Federal Managers' Financial Integrity Act (FMFIA) Annual Report 221-1	Annual FMFIA Report to Congress and the President concerning agency implementation of OMB Circulars A-123 and A-127. Official record copy maintained by XF. Arranged by year.	Permanent N01-0064-1987-0001 Item 221-1 PERMANENT. Cut off annually. Transfer to NARA in 5-year blocks when 10 years old. (N1-64-87-1)
221 Federal Managers' Financial Integrity Act (FMFIA) Annual Report 221-2	Annual FMFIA Report to Congress and the President concerning agency implementation of OMB Circulars A-123 and A-127. Documents, including assurance statements, accumulated in preparing the annual report.	Temporary N01-0064-1987-0001 Item 221-2 Cut off annually. Destroy when 1 year old. (N1-64-87-1)
Information Management 223 Clearance Comments Files 223-1	Comments on directives, plans, and similar publications prepared by another office, and comments on directives, regulations, and similar issuances prepared by another agency. Office requesting comments.	Temporary N01-0064-1987-0001 Item 223-1 Place comments in appropriate functional file (e.g. directives case file).
223 Clearance Comments Files 223-2	Comments on directives, plans, and similar publications prepared by another office, and comments on directives, regulations, and similar issuances prepared by another agency. Office submitting comments.	Temporary DAA-0064-2015-0003-dup Item 1 Use GRS 5.1 item 010 or File 207 (DAA-0064-2015-0003 item 1).
224 Federal Register Liaison Records 224-1	Federal Register Liaison Records Designation of liaison officer and certifying officer.	Temporary N01-0064-1987-0001 Item 224-1 Destroy when superseded. (N1-64-87-1)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
224 Federal Register Liaison Records 224-2	Federal Register Liaison Records MP records relating to liaison activities. Includes internal tracking log (paper and/or electronic) of published items; MP correspondence with the Office of the Federal Register relating to certifying documents for publication, requesting emergency publication of documents, and making corrections to previously published documents; and documents relating to other liaison responsibilities. NOTE: Place published copy of correction document in case file of corrected regulation or notice.	Temporary N01-0064-1987-0001 Item 224-2 Cut off annually. Destroy when 1 year old. (N1-64-87-1)
225 Routine Federal Register Notices 225	Files (not related to liaison activities) documenting the processing of Federal Register notices that announce meetings, closure of research rooms, and other matters that are not codified in the Code of Federal Regulations. NOTE: Agency files documenting the development, clearance, and processing of proposed and final rules for publication in the Federal Registerare covered by item 102.	Temporary Use GRS_6-6-040
226 Unified Agenda and Regulatory Plan 226-1	NARA regulatory agenda materials developed for publication in the semiannual Unified Agenda of Federal Regulations. agenda materials maintained by all offices.	Temporary Use GRS_6-6-050
226 Unified Agenda and Regulatory Plan 226-2	NARA regulatory agenda materials developed for publication in the semiannual Unified Agenda of Federal Regulations. Correspondence with OMB on regulatory plan and determinations of significant regulations. Records are maintained by MP.	Temporary N01-0064-1996-0002 Item 18 Cut off annually. Destroy when 4 years old OR when no longer needed, whichever is SOONER. (N1-64-96-2, item 18)
227 External Directory Updates 227	Records accumulated in providing information on NARA organizations, facilities, and services for publication in external directories, such as the Congressional Directory and the Catalog of Federal Domestic Assistance.	Temporary N01-0064-1987-0001 Item 227 Cut off annually. Destroy when 1 year old. (N1-64-87-1)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
228 External Questionnaires and Surveys 228-1	Copies of questionnaires, surveys, and other records relating to NARA policies, procedures, functions, organizations, and activities. Questionnaires and surveys are received and answered by NARA for external organizations and Federal entities and are not identified elsewhere in the NARA Records Schedule. Records maintained by the office responsible for preparing NARA's response.	Temporary N01-0064-1987-0001 Item 228-1 Cut off annually. Destroy when 4 years old. (N1-64-87-1)
228 External Questionnaires and Surveys 228-2	Copies of questionnaires, surveys, and other records relating to NARA policies, procedures, functions, organizations, and activities. Questionnaires and surveys are received and answered by NARA for external organizations and Federal entities and are not identified elsewhere in the NARA Records Schedule. Records maintained by other offices.	Temporary DAA-0064-2015-0003-dup Item 1 Use GRS 5.1 item 010 or File 207 (DAA-0064-2015-0003 item 1).
229 Reports Control 229-1	Records accumulated in controlling internal and external reports. NARA-generated reports and information collections. Case files maintained by the Information Technology Policy and Administration Division (NHP) for each agency report, survey, or application created or proposed, including public use reports. Included are: · Clearance forms, such as OMB Form 83 (formerly SF 83); · Copies of pertinent forms or descriptions of format; · Copies of authorizing directives; · Preparation instructions; and · Documents relating to the evaluation, continuation, revision, and discontinuance of reporting requirements.	Temporary Use GRS_5-7-040
229 Reports Control 229-2a	Records accumulated in controlling internal and external reports. Interagency and Congressional Reports a. Case files maintained by the Executive Secretariat for purposes of tracking reporting requirements placed on NARA by other agencies, OMB, and Congress. Included are: · Notices reminding offices that reports are due; · Correspondence; · Copies of transmittal letters and reports sent to recipient agencies and/or Congress; · Copies of authorizing directives and regulations (including OMB Circulars) and pertinent forms or descriptions of format; · Preparation instructions; · Other documents relating to continuation, revision, or discontinuance of reporting requirements; and · Working papers.	Temporary N01-0064-2000-0008 Item 14a Destroy when superseded OR when reporting requirement is discontinued. (N1-64-00-8, item 14a)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
229 Reports Control 229-2b	Records accumulated in controlling internal and external reports. Interagency and Congressional Reports b. Files maintained by offices that are tasked with completing a report for NARA as required by other agencies, OMB, and Congress. Included are: · Notices reminding offices that reports are due; · Correspondence; · Copies of transmittal letters and reports sent to recipient agencies and/or Congress; · Copies of authorizing directives and regulations (including OMB Circulars) and pertinent forms or descriptions of format; · Preparation instructions; · Other documents relating to continuation, revision, or discontinuance of reporting requirements; and · Working papers.	Temporary N01-0064-2000-0008 Item 14b File in appropriate program file. (N1-64-00-8, item 14b.)
229 Reports Control 229-3	Records accumulated in controlling internal and external reports. Registers. Computer-generated registers and similar registers used to track reports.	Temporary N01-0064-1987-0001 Item 229-3 Destroy when superseded OR obsolete. (N1-64-87-1)
231 Forms Management Administration Files 231-1	Forms Management Administration Files Forms registers used to record and control the numbers and other identifying data assigned to each form.	Temporary N01-0064-1987-0001 Item 231 Destroy when no longer needed. (N1-64-87-1)
231 Forms Management Administration Files 231-2	Forms Management Administration Files Forms Liaison Records. Correspondence and listings relating to appointment of forms liaison officers in NARA units.	Temporary N01-0064-1996-0002 Item 20 Destroy when superseded OR no longer needed. (N1-64-96-2, item 20)
232 Forms Case Files 232-1	Forms Case Files Official case files consisting of the record copy of each NARA-originated form with related instructions and documentation showing inception, scope, and purpose of the form.	Temporary Use GRS_4-1-040

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
232 Forms Case Files 232-2	Forms Case Files Working papers, background materials, requisitions, specifications, and processing data.	Temporary Use GRS_4-1-040
232 Forms Case Files 232-3	Forms Case Files Files maintained by other offices.	Temporary DAA-0064-2015-0003-dup Item 1 Use GRS 4.1 item 040 or File 207 (DAA-0064-2015-0003 item 1).
233 Stationery Files 233	Reports, correspondence, lists, printing specifications, master copies of stationery, and other records pertaining to NARA stationery.	Temporary N01-0064-1987-0001 Item 233 Destroy when superseded, obsolete, OR no longer needed for reference. (N1-64-87-1)
234 Printing Requisition Files 234	Official records (held in the "office of record") of printing requisitions sent to the Government Publishing Office and other printing sources. Files may include related background material.	Temporary Use GRS_1-1-010

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
Continuity and Emergency Planning Function 235 Policy and Planning 235-1	Policy development and overall planning. (Includes COOP plan, pandemic plan, etc.) Policy/directives. Records documenting the development of policy and directives for implementing Continuity of Operations (COOP) response.	Temporary Use GRS_5-3-010
235 Policy and Planning 235-2	Policy development and overall planning. (Includes COOP plan, pandemic plan, etc.) Plans and supporting documentation. Emergency plans and documentation that explains or amplifies the plans.	Temporary Use GRS_5-3-010
236 Preparedness and Training 236-1	Functions providing for all capabilities required to implement all response plans. Individual Training. Evidence of training plus training materials maintained by employee name.	Temporary DAA-0064-2011-0002 Item 4 Destroy when employee separates from agency. (DAA-0064-2011-0002-0004)
236 Preparedness and Training 236-2	Functions providing for all capabilities required to implement all response plans. Group training. Training materials plus evidence of training.	Temporary DAA-0064-2011-0002 Item 5 Cut off at completion of training. Destroy after one additional training cycle. (DAA-0064-2011-0002-0005)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
236 Preparedness and Training 236-3	Functions providing for all capabilities required to implement all response plans. All other training documentation. All other documentation created by the training function not covered by other dispositions.	Temporary DAA-0064-2011-0002 Item 6 Cut off at conclusion of project. Destroy 5 years after cutoff. (DAA-0064-2011-0002-0006)
237 Emergency Directives Reference Files 237	Copies of directives and plans issued by NARA, as well as those issued by the Federal Emergency Management Agency (FEMA), other Federal agencies, state and local governments, and the private sector.	Non-Record Non-Record Item Non-Record Nonrecord. Destroy when superseded OR obsolete.
238 Evaluation/Reporting and Mitigation 238-1	Actions that help reduce or eliminate risk to people and property from hazards and their effects. All routine non-event evaluation activities, including Test and Exercise results, Readiness Reports, Risk and Vulnerability Assessments, and Site Evaluations and Inspections. Records documenting the evaluation of the agency's emergency readiness and capabilities as well efforts to test them.	Temporary Use GRS_5-3-010
238 Evaluation/Reporting and Mitigation 238-2	Actions that help reduce or eliminate risk to people and property from hazards and their effects. Corrective action plans and reports. Plans developed as a result of program evaluation and testing which indicate corrective actions to be taken and plans to do so, as well as reports on fulfillment of such plans.	Temporary Use GRS_5-3-010
239 Response and Recovery 239-1	Actions taken to respond to actual emergencies or events. Incident and/or After-action Reports regarding a continuity or emergency event that results in the loss of life or significant damage to facilities or holdings. Reports created contemporaneously or following an emergency event and which document the nature of the event and how the agency responded.	Permanent DAA-0064-2011-0002 Item 9 PERMANENT. Transfer individual reports when event is completed. (DAA-0064-2011-0002-0009)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
239 Response and Recovery 239-2	Actions taken to respond to actual emergencies or events. Reports of all other incidents. Reports of incidents that do not result in loss of life or significant damage to facilities or holdings.	Temporary DAA-0064-2011-0002 Item 10 Cut off annually. Destroy 3 years after cutoff. (DAA-0064-2011-0002-0010)
239 Response and Recovery 239-3	Actions taken to respond to actual emergencies or events. Supporting documentation for all incidents. Any documentation used in drafting incident or after-action reports for all incidents.	Temporary DAA-0064-2011-0002 Item 11 Cut off after completion of event. Destroy 3 years after cutoff. (DAA-0064-2011-0002-0011)
Internal NARA Records Management 240 Records Management Survey and Evaluation Files 240-1	Documents relating to NARA surveys conducted to provide advice and assistance on, or to evaluate the effectiveness of, records management operations and programs. Included are notifications of visits, reports of surveys, reports of corrective action taken, and related documents. Records maintained by the NARA Records Officer, records liaison officers, and administrative officers.	Temporary Use GRS_4-1-020, 030
240 Records Management Survey and Evaluation Files 240-2	Documents relating to NARA surveys conducted to provide advice and assistance on, or to evaluate the effectiveness of, records management operations and programs. Included are notifications of visits, reports of surveys, reports of corrective action taken, and related documents. Records maintained by other offices.	Temporary DAA-0064-2015-0003-dup Item 1 Use GRS 5.1 item 010 or File 207 (DAA-0064-2015-0003 item 1).

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
241 Internal NARA Records Management Function 241-1a	Records created and maintained while planning, managing, evaluating, administering, and operating the function for internal NARA records management. This function is to manage operational records, which are those records that NARA staff members create in the course of conducting agency business. The Corporate Records Management Staff (CM) in the Office of the Chief Information Officer (C) performs this function for NARA. The records under item 241 are divided among three broad functional areas: Program Direction, Administrative, and Program Operation. Program Direction. Records created in the planning, managing, and evaluating of the internal NARA records management program. a. Includes, but not limited to, files relating to strategic planning, budget, and clearance comments (substantive program impact).	Temporary N01-0064-2003-0005 Item 1a Carry over active files from previous fiscal year. Cut off inactive files at end of fiscal year in which activity ceases. Destroy 5 years after cutoff. (N1-64-03-5, item 1a)
241 Internal NARA Records Management Function 241-1b	Records created and maintained while planning, managing, evaluating, administering, and operating the function for internal NARA records management. This function is to manage operational records, which are those records that NARA staff members create in the course of conducting agency business. The Corporate Records Management Staff (CM) in the Office of the Chief Information Officer (C) performs this function for NARA. The records under item 241 are divided among three broad functional areas: Program Direction, Administrative, and Program Operation. Program Direction. Records created in the planning, managing, and evaluating of the internal NARA records management program. b. Records management policy and vital records planning.	Temporary N01-0064-2003-0005 Item 1b Carry over active files from previous fiscal year. Destroy when superseded. (N1-64-03-5, item 1b)
241 Internal NARA Records Management Function 241-2a	Records created and maintained while planning, managing, evaluating, administering, and operating the function for internal NARA records management. This function is to manage operational records, which are those records that NARA staff members create in the course of conducting agency business. The Corporate Records Management Staff (CM) in the Office of the Chief Information Officer (C) performs this function for NARA. The records under item 241 are divided among three broad functional areas: Program Direction, Administrative, and Program Operation. Administrative. Records created by activities that facilitate the functioning of the internal NARA records management program. a. Includes, but not limited to, files relating to clearance comments (nosubstantive program impact) and service requisitions/orders.	Temporary DAA-0064-2015-0003-dup Item 1 Use GRS 5.1 item 010 or File 207 (DAA-0064-2015-0003 item 1).
241 Internal NARA Records Management Function 241-2b	Records created and maintained while planning, managing, evaluating, administering, and operating the function for internal NARA records management. This function is to manage operational records, which are those records that NARA staff members create in the course of conducting agency business. The Corporate Records Management Staff (CM) in the Office of the Chief Information Officer (C) performs this function for NARA. The records under item 241 are divided among three broad functional areas: Program Direction, Administrative, and Program Operation. Administrative. Records created by activities that facilitate the functioning of the internal NARA records management program. b. Records relating to performance planning and evaluation, including performance plans, performance appraisals, individual development plans, and any supporting documentation.	Temporary N01-0064-2003-0005 Item 2b File records under file no. 303-1, "Unofficial Personnel Files." (N1-64-03-5, item 2b)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
241 Internal NARA Records Management Function 241-3a	Records created and maintained while planning, managing, evaluating, administering, and operating the function for internal NARA records management. This function is to manage operational records, which are those records that NARA staff members create in the course of conducting agency business. The Corporate Records Management Staff (CM) in the Office of the Chief Information Officer (C) performs this function for NARA. The records under item 241 are divided among three broad functional areas: Program Direction, Administrative, and Program Operation. Program Operation. Records created in the course of operating the internal NARA records management program. a. Includes, but not limited to, files relating to: · Providing oversight of entire records management program; · Retiring, destroying, and retrieving records stored in records centers; · Inventorying records and conducting records surveys; · Providing other records management services to NARA customer units (such as records storage/reference assistance in Archives II staging area, disaster recovery/incident response, and technical assistance with files plans and other records management questions); · Implementing and managing NARA's vital records program; · Conducting records "clean out" days; and · Conducting special projects.	Temporary N01-0064-2003-0005 Item 3a Carry over active files from previous fiscal year. Cut off inactive files at end of fiscal year in which activity ceases or project ends. Destroy 5 years after cutoff. (N1-64-03-5, item 3a)
241 Internal NARA Records Management Function 241-3b	Records created and maintained while planning, managing, evaluating, administering, and operating the function for internal NARA records management. This function is to manage operational records, which are those records that NARA staff members create in the course of conducting agency business. The Corporate Records Management Staff (CM) in the Office of the Chief Information Officer (C) performs this function for NARA. The records under item 241 are divided among three broad functional areas: Program Direction, Administrative, and Program Operation. Program Operation. Records created in the course of operating the internal NARA records management program. b. Scheduling Case Files. Includes: Electronic Records Archives (ERA) Requests for Records Disposition Authority, attachments, correspondence, notes, and other supporting documentation.	Temporary N01-0064-2003-0005 Item 3b Carry over active files from previous fiscal year. Destroy when superseded. (N1-64-03-5, item 3b)
241 Internal NARA Records Management Function 241-3c	Records created and maintained while planning, managing, evaluating, administering, and operating the function for internal NARA records management. This function is to manage operational records, which are those records that NARA staff members create in the course of conducting agency business. The Corporate Records Management Staff (CM) in the Office of the Chief Information Officer (C) performs this function for NARA. The records under item 241 are divided among three broad functional areas: Program Direction, Administrative, and Program Operation. Program Operation. Records created in the course of operating the internal NARA records management program. c. Accessioning Case Files. Includes: ERA Transfer Requests, ERA Legal Transfer Instruments, folder/box lists, correspondence, notes, and other supporting documentation.	Temporary N01-0064-2003-0005 Item 3c Carry over active files from previous fiscal year. Destroy when no longer needed for administrative use. (N1-64-03-5, item 3c)
242 Feasibility Studies 242	Studies conducted before the installation of any technology or equipment associated with information management systems, such as copiers, micrographics, and communications but excluding IT systems (See Chapter 8). Studies and system analyses for the initial establishment and major changes of these systems. Such studies typically include a consideration of the alternatives of the proposed system and a cost/benefit analysis, including an analysis of the improved efficiency and effectiveness to be expected from the proposed system.	Temporary Use GRS_3-1-011

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
244 Vital or Essential Records Program Files 244	Correspondence, inventories, and other records relating to the NARA Vital or Essential Records Program.	Temporary Use GRS_4-1-030
Mail and Messenger 246 Distribution Lists 246	Records accumulated in establishing and maintaining automatic and specific purpose mailing lists for distribution of documents, such as the U.S. Government Manual, Code of Federal Regulations, Federal Register, Prologue, Calendar of Events, etc.	Temporary N01-0064-1987-0001 Item 246-1 Destroy when superseded, obsolete, OR no longer needed for reference. (N1-64-87-1)
247 Postal and Private Mail Service Records 247-1	United States Postal Service (USPS) and private mail company forms and supporting papers. Records relating to incoming or outgoing registered mail pouches; and registered, certified, insured, overnight, express, and special delivery mail, including receipts and return receipts.	Temporary Use GRS_5-5-020 or File 207 (DAA-0064-2015-0003 item 1).
247 Postal and Private Mail Service Records 247-2	United States Postal Service (USPS) and private mail company forms and supporting papers. Application for registration and certification of declared value mail.	Temporary Use GRS_5-5-020 or File 207 (DAA-0064-2015-0003 item 1).
247 Postal and Private Mail Service Records 247-3	United States Postal Service (USPS) and private mail company forms and supporting papers. Report of loss, rifling, delayed or late delivery, wrong delivery, or other improper treatment of mail.	Temporary Use GRS_5-5-020 or File 207 (DAA-0064-2015-0003 item 1).

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
247 Postal and Private Mail Service Records 247-4	United States Postal Service (USPS) and private mail company forms and supporting papers. Postal Irregularities Files. Memoranda, correspondence, reports, and other records relating to irregularities in the handling of mail, such as loss or shortage of postage stamps or money orders, or loss or destruction of mail.	Temporary Use GRS_5-5-020; GRS_5-6-050
248 Mail and Delivery Service Control Files 248-1	Mail and Delivery Service Control Files General files, including correspondence, memoranda, directives, and guides, relating to the administration of mail room operations.	Temporary Use GRS_5-5-020 or File 207 (DAA-0064-2015-0003 item 1).
248 Mail and Delivery Service Control Files 248-2	Mail and Delivery Service Control Files Statistical reports and data relating to handling of mail and volume of work performed.	Temporary Use GRS_5-5-020 or File 207 (DAA-0064-2015-0003 item 1).
248 Mail and Delivery Service Control Files 248-3	Mail and Delivery Service Control Files Statistical reports of postage used on outgoing mail and fees paid for private deliveries (special delivery, foreign, registered, certified, and parcel post or packages over 4 pounds).	Temporary Use GRS_5-5-020 or File 207 (DAA-0064-2015-0003 item 1).
248 Mail and Delivery Service Control Files 248-4	Mail and Delivery Service Control Files Requisitions for stamps (exclusive of copies used as supporting documents to payment vouchers).	Temporary Use GRS_5-5-020 or File 207 (DAA-0064-2015-0003 item 1).
248 Mail and Delivery Service Control Files 248-5	Mail and Delivery Service Control Files Records relating to checks, cash, stamps, money orders, or any other valuables remitted to the agency by mail.	Temporary Use GRS_5-5-020 or File 207 (DAA-0064-2015-0003 item 1).

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
248 Mail and Delivery Service Control Files 248-6	Mail and Delivery Service Control Files Records of receipt and routing of incoming and outgoing mail and items handled by private delivery companies such as United Parcel Service, excluding those records covered by file nos. 247-1, 247-2, and 247-3, and those used as indexes to correspondence files.	Temporary Use GRS_5-5-020 or File 207 (DAA-0064-2015-0003 item 1).
248 Mail and Delivery Service Control Files 248-7	Mail and Delivery Service Control Files Locator cards, directories, indexes, and other records relating to mail delivery to individuals.	Temporary Use GRS_5-5-020
249 Metered Mail Files 249	Official metered mail reports and all related papers.	Temporary Use GRS_5-5-030
250 Mail Service Program Management Files 250	Documents accumulated in overseeing mail management operations, including guidance, procedures, policy statements, and evaluations. Excludes directives case files (item 104).	Temporary N01-0064-1996-0002 Item 21 Destroy when superseded OR obsolete. (N1-64-96-2, item 21)
251 Messenger Service Files 251	Daily logs, assignment records and instructions, dispatch records, delivery receipts, route schedules, and related records.	Temporary Use GRS_5-5-020

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
Classified Information Accounting and Control 252 Classified Documents Administrative Correspondence Files 252	Correspondence files (< strong=""> covered elsewhere in this chapter) pertaining to the administration of security classification, control, and accounting for classified documents. NOTE: This item does not cover records documenting policies and procedures accumulated in the office having agency-wide responsibility for classified information programs. (See file no. 109.)	Temporary Use GRS_4-2-001
253 Classified Document Receipt Files 253	Records documenting receipt and issuance of classified documents.	Temporary Use GRS_4-2-030
254 Classified Documents Destruction Certificates Files 254	Certificates relating to destruction of classified documents.	Temporary Use GRS_4-2-030
255 Classified Documents Inventory Files 255	Forms, ledgers, or registers used to show identity, internal routing, and final disposition made of classified documents, but exclusive of classified document receipts and destruction certificates and documents relating to Top Secret material covered elsewhere in this chapter.	Temporary Use GRS_4-2-030
256 Top Secret Document Accounting Files 256	Registers maintained at control points to indicate accountability over Top Secret documents, reflecting the receipt, dispatch, or destruction of the documents. NOTE: Electronic master files and databases created to supplement or replace the records covered by file no. 256 are not authorized for disposal under General Records Schedule (GRS) 18 ("Security and Protective Services Records"), item 5. Such files must be scheduled on an SF 115.	Temporary Use GRS_4-2-040

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
257 Top Secret Document Control Files 257	Forms accompanying documents to ensure continuing control, showing names of persons handling the documents, intra-office routing, and comparable data. NOTE: Electronic master files and databases, created to supplement or replace the records covered by file no. 257, are not authorized for disposal under GRS 18, item 5. Such files must be scheduled on an SF 115.	Temporary Use GRS_4-2-040
258 Classified Documents Access Request Files 258	Requests and authorizations for individuals to have access to classified files.	Temporary Use GRS_4-2-030
259 Classified Document Container Security Files 259-1	Classified Document Container Security Files Forms or lists used to record safe and padlock combinations, names of individuals knowing combinations, and comparable data used to control access into classified document containers.	Temporary Use GRS_4-2-031
259 Classified Document Container Security Files 259-2	Classified Document Container Security Files Forms placed on safes, cabinets, or vaults containing security classified documents that record opening, closing, and routine checking of the security of the container, such as locking doors and windows, and activating alarms. Included are such forms as SF 701, Activity Security Checklist, and SF 702, Security Container Check Sheet. NOTE: Forms involved in investigations must be retained until completion of the investigation.	Temporary Use GRS_4-2-032

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
Information Security 261 Top Secret Inventory Requirements Files 261-1a	Records relating to the annual inventory of accessioned Top Secret documents which have been processed and described for researcher access or reviewed for declassification. Annual inventory reports originated by custodial units and sent to NARA Information Security Manager. a. Reports maintained by custodial units.	Temporary N01-0064-1996-0002 Item 22 Cut off annually. Destroy when 3 years old. (N1-64-96-2, item 22)
261 Top Secret Inventory Requirements Files 261-1b	Records relating to the annual inventory of accessioned Top Secret documents which have been processed and described for researcher access or reviewed for declassification. Annual inventory reports originated by custodial units and sent to NARA Information Security Manager. b. Reports maintained by NARA Information Security Manager.	Temporary N01-0064-1990-0001 Item 261-1 Cut off annually. Destroy when 10 years old. (N1-64-90-1)
261 Top Secret Inventory Requirements Files 261-2	Records relating to the annual inventory of accessioned Top Secret documents which have been processed and described for researcher access or reviewed for declassification. Waiver of inventory report files, including applications and responses.	Temporary N01-0064-1990-0001 Item 261-2a Destroy when superseded. (N1-64-90-1)
261 Top Secret Inventory Requirements Files 261-3a	Records relating to the annual inventory of accessioned Top Secret documents which have been processed and described for researcher access or reviewed for declassification. Top Secret Inventory Lists and Registers. a. Lists of Top Secret documents disclosed to researchers.	Temporary N01-0064-1990-0001 Item 261-3a Cut off annually. Destroy when 2 years old. (N1-64-90-1)
261 Top Secret Inventory Requirements Files 261-3b	Records relating to the annual inventory of accessioned Top Secret documents which have been processed and described for researcher access or reviewed for declassification. Top Secret Inventory Lists and Registers. b. Lists of withdrawn Top Secret documents (paper copy used in the National Declassification Center [ANDC] for accounting purposes) or registers to Top Secret materials at Presidential libraries.	Temporary N01-0064-1990-0001 Item 261-3b Destroy when superseded. (N1-64-90-1)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
261 Top Secret Inventory Requirements Files 261-3c	Records relating to the annual inventory of accessioned Top Secret documents which have been processed and described for researcher access or reviewed for declassification. Top Secret Inventory Lists and Registers. c. Register of NATO Top Secret/COSMIC NATO documents.	Temporary N01-0064-1990-0001 Item 261-3c Destroy when superseded. (N1-64-90-1)
262 Information Security Policy File 262	Records reflecting the formulation and establishment of policy, planning, and procedural developments governing information security matters.	Temporary N01-0064-1990-0001 Item 262 Destroy when superseded, obsolete, OR no longer needed for reference. (N1-64-90-1)
263 Information Security Inspection and Survey Files 263-1	Documents relating to inspections and surveys of safeguards employed for the protection of classified information. Included are copies of inspections and surveys conducted by the NARA Information Security Manager and by assistant information security managers. Documents maintained by the NARA Information Security Manager.	Temporary N01-0064-1990-0001 Item 263-1 Cut off annually upon completion of the inspection or survey. Destroy oldest report when 3 subsequent inspections OR surveys have been completed. (N1-64-90-1)
263 Information Security Inspection and Survey Files 263-2	Documents relating to inspections and surveys of safeguards employed for the protection of classified information. Included are copies of inspections and surveys conducted by the NARA Information Security Manager and by assistant information security managers. Documents maintained by the assistant information security managers.	Temporary N01-0064-1990-0001 Item 263-3 Cut off annually upon completion of the inspection or survey. Destroy when 2 years old. (N1-64-90-1)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
263 Information Security Inspection and Survey Files 263-3	Documents relating to inspections and surveys of safeguards employed for the protection of classified information. Included are copies of inspections and surveys conducted by the NARA Information Security Manager and by assistant information security managers. Vault certifications.	Temporary DAA-0064-2015-0003-dup Item 1 Use GRS 4.2 item 001 or File 207 (DAA-0064-2015-0003 item 1).

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
Information Resources Management (IRM) 264 IRM Review Files 264	Reports required by the General Services Administration concerning reviews of IRM practices. Included are associated correspondence, studies, directives, feeder reports, and monitoring surveys and reports.	Temporary Use GRS_6-3-010
Administrative Functions - FRCs, Archival Operations in Field, and Field Support Offices 267 Collections and Expenditures of Funds Relating to Real Property Assets 267	Records documenting collections and expenditures of funds relating to real property assets (buildings) whether owned or leased by NARA. This item covers documentation of the following issues relating to buildings: · Acquisition (by purchase and lease); · Major maintenance, renovation, and improvements (partial and complete); and · Quality of environment. For all other issues relating to buildings (e.g., work orders for repairs/routine maintenance, space management requests), use file no. 207.	Temporary N01-0064-2008-0010 Item 7 Retain for life of real property asset (i.e., building). Transfer to purchaser or dispose of 10 years after: •Unconditional sale of the mortgage by the Government; or •Release by the Government of any conditions, restrictions, or other liens related to the asset. (N1-064-08-10, item 7)
268 FRCs' Workload and Billing 268	Records include customer service requests and internal NARA-generated operational data used to process FRC service requests, track work accomplished, and support billing information entry into the Web Tally portion of the Records Center Program Billing System (RCPBS). · Hard copy supporting work documentation includes, but is not limited to: Optional Form 11s, Trust Fund Requests, IRS batch sheets, TASK Daily Work Logs, and completed hard copy Web Tally data entry sheets. · Electronic data sources include extracts from various operational sources, including but not limited to: Center-specific databases and barcode reader systems, Centers Information Processing System (CIPS) request summaries, the NARS-5 34 Report and Daily Transactions, and Web Tally.	Temporary N01-0064-2005-0009-dup Item 1 Cut off at the end of the fiscal year. Destroy/delete when 3 years old. (N1-64-05-9, item 1)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
Electronic Copies of Records Contained in this Chapter 299 Word Processing Files and Electronic Mail (E-mail) Records 299-1	Word Processing Files and Electronic Mail (E-mail) Records Word Processing Files. Documents such as letters, memoranda, reports, handbooks, directives, and manuals recorded on electronic media, such as hard disks or floppy diskettes, after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes.	Temporary N01-0064-2000-0008-dup Item 15a Delete from the word processing system when no longer needed for updating OR revision. (GRS 5.2, item 020; N1-64-00-8, item 15a; and N1-64-03-5, item 4a)
299 Word Processing Files and Electronic Mail (E-mail) Records 299-2	Word Processing Files and Electronic Mail (E-mail) Records E-mail Records. Senders' and recipients' versions of e-mail messages that meet the definition of Federal records, and any attachments to the record messages after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes.	PERMANENT / Temporary N01-0064-2000-0008-dup Item 15b, GRS 6.1 items 010, 011 Delete from the e-mail system after copying to a recordkeeping system. (GRS 6.1 items 010, 011, GRS 5.2, item 020; N1-64-00-8, item 15b; and N1-64-03-5, item 4b) NOTE: Along with the message text, the recordkeeping system must capture the names of sender and recipients and date (transmission data for recordkeeping purposes) and any receipt data when required.

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
Chapter 3, Personnel Personnel Information 301 Official Personnel Folders (OPFs) 301-1a	Documents maintained by the Staffing and Recruitment Branch that provide an official record of personnel actions pertaining to the status and service of each NARA employee. The Guide to Personnel Recordkeeping specifies the documents required for inclusion in the OPF. Records filed on the right side of the OPF. a. Transferred employees.	Temporary Use GRS_2-2-041
301 Official Personnel Folders (OPFs) 301-1b	Documents maintained by the Staffing and Recruitment Branch that provide an official record of personnel actions pertaining to the status and service of each NARA employee. The Guide to Personnel Recordkeeping specifies the documents required for inclusion in the OPF. Records filed on the right side of the OPF. b. Separated employees.	Temporary Use GRS_2-2-040
301 Official Personnel Folders (OPFs) 301-2	Documents maintained by the Staffing and Recruitment Branch that provide an official record of personnel actions pertaining to the status and service of each NARA employee. The Guide to Personnel Recordkeeping specifies the documents required for inclusion in the OPF. Temporary Individual Employee Records. All copies of correspondence and forms maintained on the left side of the OPF in accordance with Chapter 3 of the Guide to Personnel Recordkeeping, excluding performance-related records. (See file nos. 305 and 306-6.)	Temporary Use GRS_2-2-041
302 Personnel Office Correspondence and Forms Files 302-1	Records relating to individual employees that are maintained by all Office of Human Capital (H) units. Excludes records that are maintained in OPFs and are not provided for elsewhere in this chapter of the NARA Records Schedule. Correspondence and forms relating to pending personnel actions.	Temporary Use GRS_2-2-050
302 Personnel Office Correspondence and Forms Files 302-2a	Records relating to individual employees that are maintained by all Office of Human Capital (H) units. Excludes records that are maintained in OPFs and are not provided for elsewhere in this chapter of the NARA Records Schedule. Retention registers and related records. a. Registers and related records used to effect reduction-in-force (RIF) actions.	Temporary Use GRS_2-5-011

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
302 Personnel Office Correspondence and Forms Files 302-2b	Records relating to individual employees that are maintained by all Office of Human Capital (H) units. Excludes records that are maintained in OPFs and are not provided for elsewhere in this chapter of the NARA Records Schedule. Retention registers and related records. b. Registers from which no RIF actions have been taken and related records.	Temporary Use GRS_2-5-010
302 Personnel Office Correspondence and Forms Files 302-3	Records relating to individual employees that are maintained by all Office of Human Capital (H) units. Excludes records that are maintained in OPFs and are not provided for elsewhere in this chapter of the NARA Records Schedule. All other correspondence and forms.	Temporary Use GRS_2-2-010
303 Supervisors' Personnel Files 303-1	Supervisors' Personnel Files Unofficial Personnel Files (UPFs). Correspondence, forms, and other records, relating to individual employees that are duplicated in or not appropriate for the OPF. Arranged alphabetically by name of employee.	Temporary Use GRS_2-2-080
303 Supervisors' Personnel Files 303-2	Supervisors' Personnel Files Personnel Subject Files. Correspondence, forms, and other records relating to positions, authorizations, pending actions, position descriptions, requests for personnel action, and other non-employee specific matters.	Temporary DAA-0064-2015-0003-dup Item 1 Use GRS 2.2 item 080 or File 207 (DAA-0064-2015-0003 item 1).
304 Notifications of Personnel Action 304-1	Standard Form (SF) 50, exclusive of the copy in the OPF, documenting all individual personnel actions such as employment, promotions, transfers, and separation. NOTE: For copies maintained by supervisors, see file no. 303-1, "UPFs." Chronological file copies maintained in H units.	Temporary Use GRS_2-2-050
304 Notifications of Personnel Action 304-2	Standard Form (SF) 50, exclusive of the copy in the OPF, documenting all individual personnel actions such as employment, promotions, transfers, and separation. NOTE: For copies maintained by supervisors, see file no. 303-1, "UPFs." All other copies maintained in H units.	Temporary Use GRS_2-2-050

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
305 Employee Performance File (EPF) System Records (Non-Senior Executive Service [SES] Appointees) 305-1	Documents maintained by H as the official record of a non-SES employee's performance. These records are subject to Government-wide regulations governing EPF System Records (5 CFR 293, Subpart D). Included are annual performance ratings with their associated performance plans, critical elements, performance standards, and related documents. (When an employee separates or transfers to another agency, follow the disposition instructions for file no. 305-3.) NOTE: For performance-related records maintained by supervisors, see file no. 303-1. Appraisals of unacceptable performance, where a notice of proposed demotion or removal is issued but not effected, and all related documents.	Temporary Use GRS_2-2-071
305 Employee Performance File (EPF) System Records (Non-Senior Executive Service [SES] Appointees) 305-2	Documents maintained by H as the official record of a non-SES employee's performance. These records are subject to Government-wide regulations governing EPF System Records (5 CFR 293, Subpart D). Included are annual performance ratings with their associated performance plans, critical elements, performance standards, and related documents. (When an employee separates or transfers to another agency, follow the disposition instructions for file no. 305-3.) NOTE: For performance-related records maintained by supervisors, see file no. 303-1. Performance records superseded through an administrative, judicial, or quasi-judicial procedure.	Temporary Use GRS_2-2-073
305 Employee Performance File (EPF) System Records (Non-Senior Executive Service [SES] Appointees) 305-3a	Documents maintained by H as the official record of a non-SES employee's performance. These records are subject to Government-wide regulations governing EPF System Records (5 CFR 293, Subpart D). Included are annual performance ratings with their associated performance plans, critical elements, performance standards, and related documents. (When an employee separates or transfers to another agency, follow the disposition instructions for file no. 305-3.) NOTE: For performance-related records maintained by supervisors, see file no. 303-1. Performance-related records pertaining to a former employee. a. Latest rating of record 3 years old or less, performance plan upon which it is based, and any summary rating.	Temporary Use GRS_2-2-070
305 Employee Performance File (EPF) System Records (Non-Senior Executive Service [SES] Appointees) 305-3b	Documents maintained by H as the official record of a non-SES employee's performance. These records are subject to Government-wide regulations governing EPF System Records (5 CFR 293, Subpart D). Included are annual performance ratings with their associated performance plans, critical elements, performance standards, and related documents. (When an employee separates or transfers to another agency, follow the disposition instructions for file no. 305-3.) NOTE: For performance-related records maintained by supervisors, see file no. 303-1. Performance-related records pertaining to a former employee. b. All other performance plans and ratings.	Temporary Use GRS_2-2-070

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
305 Employee Performance File (EPF) System Records (Non-Senior Executive Service [SES] Appointees) 305-4	Documents maintained by H as the official record of a non-SES employee's performance. These records are subject to Government-wide regulations governing EPF System Records (5 CFR 293, Subpart D). Included are annual performance ratings with their associated performance plans, critical elements, performance standards, and related documents. (When an employee separates or transfers to another agency, follow the disposition instructions for file no. 305-3.) NOTE: For performance-related records maintained by supervisors, see file no. 303-1. All other summary performance appraisal records, including performance appraisals, job elements and standards upon which they are based, and supporting documents.	Temporary Use GRS_2-2-070
306 SES Files 306-1	Official files related to management of executive resources at NARA. Included are subject files, official position descriptions, records of recruitments and recertifications, reference files, and employee performance files for SES appointees. Subject files related to management of executive resources. Included are correspondence, special reports, NARA notices, interim guidances, and related background materials.	Temporary N01-0064-2002-0009 Item 1 Destroy when 3 years old OR when no longer needed for legal or administrative purposes, whichever is later. (N1-64-02-9, item 1)
306 SES Files 306-2	Official files related to management of executive resources at NARA. Included are subject files, official position descriptions, records of recruitments and recertifications, reference files, and employee performance files for SES appointees. SES Position Descriptions. Files of official position descriptions, maintained by H, which include information on title, series, grade, duties, and responsibilities, and related documents. Arranged by organization or position.	Temporary Use GRS_2-1-020
306 SES Files 306-3	Official files related to management of executive resources at NARA. Included are subject files, official position descriptions, records of recruitments and recertifications, reference files, and employee performance files for SES appointees. SES Recruitment Files. Records relating to recruitments for specific SES vacancies, excluding any records that duplicate information in the OPF or in any other personnel records. Included are job analyses and crediting plans, vacancy announcements, applications, rating sheets, referrals, and correspondence with applicants.	Temporary N01-0064-2001-0002 Item 1a Cut off after the personnel action is completed. Destroy 2 years after cutoff OR when no longer needed for reference, whichever is later. (N1-64-01-2, item 1a)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
306 SES Files 306-4	Official files related to management of executive resources at NARA. Included are subject files, official position descriptions, records of recruitments and recertifications, reference files, and employee performance files for SES appointees. SES Recertification Files. Records relating to recertifications of SES appointees. Included are correspondence, forms, and notes and recommendations of NARA's Performance Review Board.	Temporary N01-0064-2001-0002 Item 1b Cut off upon completion of recertification. Destroy 4 years after cutoff. (N1-64-01-2, item 1b)
306 SES Files 306-5	Official files related to management of executive resources at NARA. Included are subject files, official position descriptions, records of recruitments and recertifications, reference files, and employee performance files for SES appointees. SES Reference Files. Includes copies of guidance, regulations, reports, surveys, and forms that are maintained for reference purposes.	Temporary Non-Record Item Non-Record Destroy when no longer needed for reference.
306 SES Files 306-6a	Official files related to management of executive resources at NARA. Included are subject files, official position descriptions, records of recruitments and recertifications, reference files, and employee performance files for SES appointees. Documents maintained by H as the official record of an SES appointee's performance. These records are subject to Government-wide regulations governing EPF System Records (5 CFR 293, Subpart D). Included are performance plans, performance ratings, and related supporting documents. (When an SES appointee separates or transfers to another agency, follow the disposition instructions for file no. 306-6b.) NOTE: For performance-related records maintained by supervisors, see file no. 303-1. a. Performance records superseded through an administrative, judicial, or quasi-judicial procedure.	Temporary Use GRS_2-2-073
306 SES Files 306-6b1	Official files related to management of executive resources at NARA. Included are subject files, official position descriptions, records of recruitments and recertifications, reference files, and employee performance files for SES appointees. Documents maintained by H as the official record of an SES appointee's performance. These records are subject to Government-wide regulations governing EPF System Records (5 CFR 293, Subpart D). Included are performance plans, performance ratings, and related supporting documents. (When an SES appointee separates or transfers to another agency, follow the disposition instructions for file no. 306-6b.) NOTE: For performance-related records maintained by supervisors, see file no. 303-1. b. Performance-related records pertaining to a former SES appointee. (1) Latest rating of record that is less than 5 years old, performance plan upon which it is based, and any summary rating.	Temporary Use GRS_2-2-072
306 SES Files 306-6b2	Official files related to management of executive resources at NARA. Included are subject files, official position descriptions, records of recruitments and recertifications, reference files, and employee performance files for SES appointees. Documents maintained by H as the official record of an SES appointee's performance. These records are subject to Government-wide regulations governing EPF System Records (5 CFR 293, Subpart D). Included are performance plans, performance ratings, and related supporting documents. (When an SES appointee separates or transfers to another agency, follow the disposition instructions for file no. 306-6b.) NOTE: For performance-related records maintained by supervisors, see file no. 303-1. b. Performance-related records pertaining to a former SES appointee. (2) All other performance ratings and plans.	Temporary Use GRS_2-2-072

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
306 SES Files 306-6c	Official files related to management of executive resources at NARA. Included are subject files, official position descriptions, records of recruitments and recertifications, reference files, and employee performance files for SES appointees. Documents maintained by H as the official record of an SES appointee's performance. These records are subject to Government-wide regulations governing EPF System Records (5 CFR 293, Subpart D). Included are performance plans, performance ratings, and related supporting documents. (When an SES appointee separates or transfers to another agency, follow the disposition instructions for file no. 306-6b.) NOTE: For performance-related records maintained by supervisors, see file no. 303-1. c. All other performance appraisals, along with job elements and standards (job expectations) upon which they are based, and supporting documents. Excludes records for SES appointees serving on a Presidential appointment (5 CFR 214).	Temporary Use GRS_2-2-072
307 Human Resources Information System 307	Documents accumulated in the development and implementation of human resources information systems on a local, agency-wide, or Government-wide basis. Included are correspondence, instructions, and other documents on the Comprehensive Human Resources Information System (CHRIS). Specific reports generated by the system are filed in the appropriate subject file.	Temporary N01-0064-1987-0001 Item 307 Hold until termination of study OR until documents are superseded or no longer needed for reference, and then destroy. (N1-64-87-1)
Personnel Administration 308 Personnel Office Subject Files 308	Official files (maintained by all Office of Human Capital [H] units) on various human resources issues and programs that are not provided for elsewhere in this chapter. Included are correspondence, special reports, NARA notices, and interim guidances, as well as related background materials, such as copies of guidances, regulations, reports, surveys, and forms.	Temporary N01-0064-2002-0009 Item 2 Destroy when 3 years old OR when no longer needed for legal or administrative purposes, whichever is later. (N1-64-02-9, item 2)
309 Personnel Operations Statistical Reports 309	Statistical reports maintained in H units relating to personnel. NOTE: For copies of reports maintained by other offices, see file no. 207.	Temporary Use GRS_2-2-010

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
310 Pay and Leave Administration Files 310-1	Pay and Leave Administration Files Pay Administration Files. Documents created to provide assistance in interpreting and implementing pay administration programs. Included are pay plans, pay fixing rules, authorizations, reconsiderations, and related records. Voluntary Leave Transfer Program (VLTP) Files. Case files documenting the receipt and donation of leave for medical emergencies. Includes:	Temporary N01-0064-1987-0001 Item 310 Cut off annually, hold 1 year, and retire to records center. Destroy when 5 years old. (N1-64-87-1)
310 Pay and Leave Administration Files 310-2	Pay and Leave Administration Files Voluntary Leave Transfer Program (VLTP) Files. Case files documenting the receipt and donation of leave for medical emergencies. Includes: · Recipient applications, · Agency approvals or denials, · Medical or physician certifications, · Leave donation records or OF 630-A, · Supervisor's and timekeeper's approvals, · Leave transfer records, · Payroll notification records, and · Leave program termination records.	Temporary Use GRS_2-2-010
310 Pay and Leave Administration Files 310-3	Pay and Leave Administration Files Family and Medical Leave Act (FMLA) Files. Records relating to approving and monitoring employees' requests for 3 days or more of leave under the provisions of the FMLA. The files may include: applications, medical documentation, requests for leave or approved absence, and copies of SF 52s, Requests for Personnel Action.	Temporary N01-0064-2001-0002 Item 2 Cut off when case is closed. Destroy 1 year after cutoff. (N1-64-01-2, item 2)
311 Standards of Conduct Files 311	Correspondence, memoranda, and other records relating to the code of ethics and standards of conduct.	Temporary Use GRS_2-8-010

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
Personnel Security 312 Personnel Security Clearance Files 312-1	Personnel security clearance case files created under Office of Personnel Management (OPM) procedures and regulations and related indexes maintained by the Security Management Division (BX). NOTE: For files maintained by supervisors, see file no. 303-1. Case files documenting the processing of investigations on Federal employees or applicants for Federal employment, whether or not a security clearance is granted, and on other persons, such as those performing work for NARA under contract, who require an approval before having access to Government facilities or to sensitive data. These files include questionnaires, summaries of reports prepared by the investigating agency, and other records reflecting the processing of the investigation and the status of the clearance, exclusive of copies of investigative reports furnished by the investigating agency.	Temporary Use GRS_5-6-181
312 Personnel Security Clearance Files 312-2	Personnel security clearance case files created under Office of Personnel Management (OPM) procedures and regulations and related indexes maintained by the Security Management Division (BX). NOTE: For files maintained by supervisors, see file no. 303-1. Investigative reports and related documents furnished to NARA by investigative organizations for use in making security/suitability determinations.	Temporary Use GRS_5-6-170
312 Personnel Security Clearance Files 312-3	Personnel security clearance case files created under Office of Personnel Management (OPM) procedures and regulations and related indexes maintained by the Security Management Division (BX). NOTE: For files maintained by supervisors, see file no. 303-1. Index to the Personnel Security Case Files.	Temporary Use GRS_5-6-190
313 Security Clearance Tracking System (SCTS) 313-1	Security Clearance Tracking System (SCTS) For employees who hold a security clearance of Secret and above. Basic employee record documenting the holding of a security clearance. Includes logical records containing data documenting security clearances of Secret and above.	Temporary DAA-0064-2011-0003 Item 1 Destroy 10 years after employee separates from agency. (DAA-0064-2011-0003-0001)
313 Security Clearance Tracking System (SCTS) 313-2	Security Clearance Tracking System (SCTS) For employees who do not hold a security clearance but had a National Agency Check (NAC) conducted. Records documenting the processing of an investigation. Includes logical records containing data documenting the processing of NAC investigations.	Temporary DAA-0064-2011-0003 Item 2 Destroy upon employee's separation from agency. (DAA-0064-2011-0003-0002)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
313 Security Clearance Tracking System (SCTS) 313-3	Security Clearance Tracking System (SCTS) For employees who do not hold a security clearance but had an NAC conducted. Basic employee record documenting the conduct of an NAC and updates. Includes logical record documenting the conduct of an NAC and subsequent updates.	Temporary DAA-0064-2011-0003 Item 3 Destroy 10 years after employee separates from agency. (DAA-0064-2011-0003-0003)
314 Security Violations Files 314-1	Case files relating to investigations of alleged violations of Executive orders, laws, or NARA regulations for the safeguarding of national security information. Files relating to alleged violations of a sufficiently serious nature that they are referred to the Department of Justice (DOJ) or the Department of Defense (DOD) for prosecutive determination.	Temporary Use GRS_5-6-200
314 Security Violations Files 314-2	Case files relating to investigations of alleged violations of Executive orders, laws, or NARA regulations for the safeguarding of national security information. All other files, exclusive of documents placed in OPFs.	Temporary Use GRS_5-6-200
315 Classified Information Nondisclosure Agreements 315	Copies of nondisclosure agreements such as SF 312, Classified Information Nondisclosure Agreement, signed by employees with access to information that is classified under standards put forth by Executive orders governing security classification. These forms are maintained by BX.	Temporary Use GRS_4-2-121

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
Classification and Staffing 316 Position Classification Standards Files 316-1	Position Classification Standards Files Standards and guidelines issued or reviewed by OPM and used to classify and evaluate positions within the agency.	Temporary Use GRS_2-1-010
316 Position Classification Standards Files 316-2	Position Classification Standards Files Case files (containing correspondence and other records) relating to the development of standards for classification of positions peculiar to the agency and to OPM approval or disapproval of such standards.	Temporary Use GRS_2-1-010
316 Position Classification Standards Files 316-3	Position Classification Standards Files Review File.	Temporary Use GRS_2-1-010
317 Position Descriptions 317	Record copies of position descriptions (maintained by the Classification Branch) that include information on title, series, grade, duties, and responsibilities, and related documents. Arranged by organization. NOTE: For files maintained by other offices, see file no. 207.	Temporary Use GRS_2-1-020
318 Classification Appeals Files 318-1	Classification Appeals Files Case files relating to classification appeals, excluding OPM classification certificate.	Temporary Use GRS_2-1-030
318 Classification Appeals Files 318-2	Classification Appeals Files Certificates of classification issued by OPM.	Temporary Use GRS_2-1-040

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
319 Classification Survey Files 319-1	Classification Survey Files Classification survey reports, including periodic reports, on various positions prepared by classification specialists.	Temporary Use GRS_2-1-010
319 Classification Survey Files 319-2	Classification Survey Files Inspection, Audit, and Survey files. Includes correspondence, reports, and other records relating to inspections, surveys, desk audits, and evaluations.	Temporary Use GRS_2-1-010
320 Wage Survey Files 320	Wage survey reports and data, background documents, and correspondence pertaining to area wages paid for each employee class; background papers establishing need, authorization, direction, and analysis of wage surveys; development and implementation of wage schedules; and request for an authorization of specific rates (excluding authorized wage schedules and wage survey recapitulation sheets).	Temporary Use GRS_2-4-080
321 Merit Promotion Case Files 321-1	Merit Promotion Case Files Records relating to recruitments for specific vacancies. Includes job analyses and crediting plans, vacancy announcements, applications, rating sheets, referrals, and correspondence with applicants. Excludes any records that duplicate information in the OPF or any other personnel records.	Temporary Use GRS_2-1-050
321 Merit Promotion Case Files 321-2	Merit Promotion Case Files General Reference Files.	Temporary Non-Record Item Non-Record Destroy when no longer needed for current operations.
323 Certificate of Eligibles Files 323	Copies obtained from OPM of certificates of eligibles with related requests, applications, forms, correspondence, and statement of reasons for passing over a preference eligible and selecting a nonpreference eligible.	Temporary Use GRS_2-1-050, 051

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
324 Interview Records 324	Correspondence, reports, and other records relating to interviews with current employees.	Temporary Use GRS_2-1-090
325 Human Capital Assessment and Accountability Program (HCAAP) 325-1	Human Capital Assessment and Accountability Program (HCAAP) All program records created and/or maintained in the performance of the HCAAP function with the exception of those records cited in 325-2.	Temporary DAA-0064-2016-0007 Item 1 Cut off annually. Destroy 7 years after cutoff. (DAA-0064-2016-0007-0001)
325 Human Capital Assessment and Accountability Program (HCAAP) 325-2	Human Capital Assessment and Accountability Program (HCAAP) Final annual assessments, surveys, and reports used in agency reporting to OPM and the Office of Management and Budget (OMB), and various other current and future government-required reports.	Temporary DAA-0064-2016-0007 Item 2 Cut off annually. Destroy 10 years after cutoff. (DAA-0064-2016-0007-0002)
Employee and Labor Relations 326 Incentive Awards Program Reports 326	Reports pertaining to the operation of the Incentive Awards Program.	Temporary Use GRS_2-2-030
327 Employee Awards Files 327-1a	Employee Awards Files General Awards Records. a. Case files including recommendations, approved nominations, correspondence, and reports pertaining to agency-sponsored cash and noncash awards such as incentive awards, within-grade merit increases, suggestions, and outstanding performance.	Temporary Use GRS_2-2-030

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
327 Employee Awards Files 327-1b	Employee Awards Files General Awards Records. b. Correspondence pertaining to awards from other Federal agencies or non-Federal organizations.	Temporary Use GRS_2-2-030
327 Employee Awards Files 327-2	Employee Awards Files Length of Service and Sick Leave Awards Files. Records including correspondence, reports, computations of service and sick leave, and lists of awardees.	Temporary Use GRS_2-2-030
327 Employee Awards Files 327-3	Employee Awards Files Letters of Commendation and Appreciation. Copies of letters recognizing length of service and retirement and letters of appreciation and commendation for performance, excluding copies filed in the OPF.	Temporary Use GRS_2-2-030
327 Employee Awards Files 327-4	Employee Awards Files Lists or Indexes to Agency Award Nominations. Lists of nominees and winners and indexes of nominations.	Temporary Use GRS_2-2-030
327 Employee Awards Files 327-5	Employee Awards Files Agency-Level Awards Files. Documents created in granting cash and non-cash awards for distinguished, meritorious, and exceptional service and for equal employment opportunity (EEO) impact. Included are suggestions, recommendations, acknowledgments, evaluations, notices of adoption or rejection, letters of refusal or return of awards, and related records.	Temporary N01-0064-1987-0001 Item 327-5 Cut off annually. Destroy when 3 years old. (N1-64-87-1)
328 Employee Assistance Files 328-1	Employee Assistance Files Reports of interviews, analyses, and related records created in informing, counseling, and assisting employees and claimants regarding health, insurance, and retirement programs.	Temporary Use GRS_2-7-091

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
328 Employee Assistance Files 328-2	Employee Assistance Files Documents created in counseling employees on financial services and acting as liaison between financial institutions and employees. Included are complaints against credit unions and other creditors, emergency fund applications, notes, approvals, reports of interviews, analyses, and related records.	Temporary Use GRS_2-7-091
328 Employee Assistance Files 328-3	Employee Assistance Files Correspondence, memoranda, annuity estimates, and other records used to assist retiring employees, separating employees, or survivors in claiming insurance or retirement benefits.	Temporary Use GRS_2-5-020
328 Employee Assistance Files 328-4	Employee Assistance Files Records created in planning, coordinating, and directing an alcohol and drug abuse program.	Temporary Use GRS_2-7-080
329 Grievance, Disciplinary, and Adverse Action Files 329-1	Grievance, Disciplinary, and Adverse Action Files Administrative Grievance Files (5 CFR 771). Records relating to grievances raised by agency employees (excluding EEO complaints - see file no. 332-1). These case files include: · Statements of witnesses; · Reports of interviews and hearings; · Examiner's findings and recommendations; · Copy of the original decision; · Related correspondence and exhibits; and · Records relating to a reconsideration request.	Temporary Use GRS_2-3-060
329 Grievance, Disciplinary, and Adverse Action Files 329-2a	Grievance, Disciplinary, and Adverse Action Files Disciplinary, Adverse (5 CFR 752), and Performance-Based Actions (5 CFR 432) Case Files. Records and tracking database related to disciplinary, adverse, and performance-based actions taken against employees. Also included are separate employee-specific files documenting actual and attempted inappropriate use of NARA office equipment. a. Case files and other related textual records. Each file may include: · A copy of the proposed action with supporting documents; · Statements of witnesses; · Employee's reply; · Hearing notices, reports, and decisions; · Reversal of action; and · Appeal records. NOTE: For additional guidance, see PERSONNEL 300, Chapter 752, Disciplinary and Adverse Actions	Temporary Use GRS_2-3-061, 062

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
329 Grievance, Disciplinary, and Adverse Action Files 329-2b	Grievance, Disciplinary, and Adverse Action Files Disciplinary, Adverse (5 CFR 752), and Performance-Based Actions (5 CFR 432) Case Files. Records and tracking database related to disciplinary, adverse, and performance-based actions taken against employees. Also included are separate employee-specific files documenting actual and attempted inappropriate use of NARA office equipment. b. Discipline Log. Database used to track the numbers and types of actions for which there are paper files.	Temporary Use GRS_4-1-010
329 Grievance, Disciplinary, and Adverse Action Files 329-2c	Grievance, Disciplinary, and Adverse Action Files Disciplinary, Adverse (5 CFR 752), and Performance-Based Actions (5 CFR 432) Case Files. Records and tracking database related to disciplinary, adverse, and performance-based actions taken against employees. Also included are separate employee-specific files documenting actual and attempted inappropriate use of NARA office equipment. c. Documentation on Inappropriate Employee Use of NARA Office Equipment. Records created and/or maintained by the Office of Human Capital as part of standard procedures to monitor and stop inappropriate employee use of NARA office equipment (as outlined in see NARA 802, Appropriate Use of NARA Office Equipment). These records are kept by notification cycle by fiscal year. The documentation includes, but is not limited to: · System logs and reports identifying employees who have used or attempted to use equipment inappropriately; · File copies of letters sent to these employees, notifying them to cease such activity; and · Any other records created by this process.	Temporary N01-0064-2005-0004 Item 1a Cut off file annually. Destroy 2 years after cutoff. (N1-64-05-4, item 1)
329 Grievance, Disciplinary, and Adverse Action Files 329-3	Grievance, Disciplinary, and Adverse Action Files Merit System Protection Board (MSPB) Appeal Case Files. Records relating to appeals submitted to MSPB by current and former NARA employees. These case files may include: · Statements of witnesses; · Reports of interviews and hearings; · Court findings and recommendations; · Copies of original and final decisions; · Related correspondence and exhibits; and · Optional Form (OF) 283s, MSPB Appeal Forms.	Temporary N01-0064-2001-0002 Item 3 Place in inactive file after case is closed. Cut off inactive files annually. Destroy 7 years after cutoff. (N1-64-01-2, item 3)
330 Labor-Management Relations Records 330-1	Labor-Management Relations Records Labor-Management Relations General and Case Files (maintained by the Labor and Employee Relations Branch). Files may include correspondence, memoranda, reports, and other records relating to the relationship between management and employee unions or other groups. Also included are files regarding impact and implementation (I & I) negotiations and unfair labor practices.	Temporary Use GRS_2-3-050
330 Labor-Management Relations Records 330-2	Labor-Management Relations Records Documents maintained by other offices.	Temporary DAA-0064-2015-0003-dup Item 1 Use GRS 2.3 item 051 or File 207 (DAA-0064-2015-0003 item 1).

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
330 Labor-Management Relations Records 330-3	Labor-Management Relations Records Labor Arbitration General and Case Files. Includes correspondence, forms, and background papers relating to labor arbitration cases.	Temporary Use GRS_2-3-052
330 Labor-Management Relations Records 330-4	Labor-Management Relations Records Copies of precedential decisions.	Temporary N01-0064-1987-0001 Item 330-4 Destroy when superseded or obsolete. (N1-64-87-1)
331 Domestic Violence, Sexual Assault, and Stalking (DVSAS) Workplace Protection Program 331-1	Domestic Violence, Sexual Assault, and Stalking (DVSAS) Workplace Protection Program Records created/maintained in the performance of the DVSAS Workplace Protection function and activities that contribute to creating case files, final assessments, and final reports. Excludes actual case files (file no. 331-2) and assessments and reports (file no. 331-3).	Temporary DAA-0064-2016-0009 Item 1 Close, complete annually as appropriate, or supersede as mission needs require. Cut off annually. Destroy 7 years after cutoff. (DAA-0064-2016-0009-0001)
331 Domestic Violence, Sexual Assault, and Stalking (DVSAS) Workplace Protection Program 331-2	Domestic Violence, Sexual Assault, and Stalking (DVSAS) Workplace Protection Program DVSAS case files including, but not limited to: incident communications, photos, reports, statements, and related documentation pertaining to DVSAS incidents agency-wide.	Temporary DAA-0064-2016-0009 Item 2 Close case file when final action is taken. Cut off closed case files annually. Destroy 7 years after cutoff. (DAA-0064-2016-0009-0002)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
331 Domestic Violence, Sexual Assault, and Stalking (DVSAS) Workplace Protection Program 331-3	Domestic Violence, Sexual Assault, and Stalking (DVSAS) Workplace Protection Program DVSAS program final assessments and reports used in agency statutory and various other current and future government-required reports.	Temporary DAA-0064-2016-0009 Item 3 Close assessment/report files when findings are issued. Cut off closed files annually. Destroy 10 years after cutoff. (DAA-0064-2016-0009-0003)
Equal Employment Opportunity 332 Equal Employment Opportunity (EEO) Records 332-1	Equal Employment Opportunity (EEO) Records Official Discrimination Complaint Case Files. These files are maintained for cases resolved within the agency, by the Equal Employment Opportunity Commission (EEOC), or by a U.S. Court. Case files may contain: · Complaints with related correspondence, · Reports and exhibits, · Withdrawal notices, · Copies of decisions, · Records of hearings and meetings, and · Other records.	Temporary Use GRS_2-3-031, 032
332 Equal Employment Opportunity (EEO) Records 332-2	Equal Employment Opportunity (EEO) Records Copies of Complaint Case Files. Duplicate case files or documents pertaining to case files retained in Official Discrimination Complaint Case Files.	Temporary Use GRS_2-3-031
332 Equal Employment Opportunity (EEO) Records 332-3a	Equal Employment Opportunity (EEO) Records Preliminary and Background Files. a. Background records not filed in the Official Discrimination Complaint Case Files.	Temporary Use GRS_2-3-033

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
332 Equal Employment Opportunity (EEO) Records 332-3b	Equal Employment Opportunity (EEO) Records Preliminary and Background Files. b. Records documenting complaints that do not develop into Official Discrimination Complaint Cases.	Temporary Use GRS_2-3-033
332 Equal Employment Opportunity (EEO) Records 332-4a	Equal Employment Opportunity (EEO) Records Compliance Records. a. Compliance Review Files. Reviews, background documents, and correspondence relating to contractor employment practices.	Temporary Use GRS_2-3-034
332 Equal Employment Opportunity (EEO) Records 332-4b	Equal Employment Opportunity (EEO) Records Compliance Records. b. EEO Compliance Reports.	Temporary Use GRS_2-3-035
332 Equal Employment Opportunity (EEO) Records 332-5	Equal Employment Opportunity (EEO) Records Employee Housing Requests. Forms requesting agency assistance in housing matters, such as rental or purchase.	Temporary Use GRS_2-4-090
332 Equal Employment Opportunity (EEO) Records 332-6	Equal Employment Opportunity (EEO) Records Employment Statistics Files. Employment statistics relating to race and sex. NOTE: Electronic master files and databases created to supplement or replace the records covered by file no. 332-6 are not authorized for disposal under General Records Schedule (GRS) 1 ("Civilian Personnel Records"), item 25f. Such files must be scheduled on an SF 115.	Temporary Use GRS_2-3-035

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
332 Equal Employment Opportunity (EEO) Records 332-7	Equal Employment Opportunity (EEO) Records EEO General Files. General correspondence and copies of regulations with related records pertaining to the Civil Rights Act of 1964, EEO Act of 1972, and any pertinent later legislation, and agency EEO Committee meeting records, including minutes and reports.	Temporary Use GRS_2-3-030
332 Equal Employment Opportunity (EEO) Records 332-8a	Equal Employment Opportunity (EEO) Records EEO Affirmative Action Plans (AAP). a. Agency copy of consolidated AAPs.	Temporary Use GRS_2-3-035
332 Equal Employment Opportunity (EEO) Records 332-8b	Equal Employment Opportunity (EEO) Records EEO Affirmative Action Plans (AAP). b. Agency feeder plans to consolidated AAPs.	Temporary Use GRS_2-3-035
332 Equal Employment Opportunity (EEO) Records 332-8c	Equal Employment Opportunity (EEO) Records EEO Affirmative Action Plans (AAP). c. Report of on-site reviews of Affirmative Action Programs.	Temporary Use GRS_2-3-035
332 Equal Employment Opportunity (EEO) Records 332-8d	Equal Employment Opportunity (EEO) Records EEO Affirmative Action Plans (AAP). d. Agency copy of annual report of Affirmative Action accomplishments.	Temporary Use GRS_2-3-035

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
Employee Health 333 Employee Medical Folder (EMF) 333-1a	Employee Medical Folder (EMF) Long-term medical records as defined in 5 CFR part 293, subpart E. a. Transferred employees.	Temporary Use GRS_2-7-061
333 Employee Medical Folder (EMF) 333-1b	Employee Medical Folder (EMF) Long-term medical records as defined in 5 CFR part 293, subpart E. b. Separated employees.	Temporary Use GRS_2-7-060
333 Employee Medical Folder (EMF) 333-2	Employee Medical Folder (EMF) Temporary or short-term records as defined in the Federal Personnel Manual.	Temporary Use GRS_2-7-061
333 Employee Medical Folder (EMF) 333-3	Employee Medical Folder (EMF) Individual employee health case files created prior to establishment of the EMF system that have been retired to a NARA records storage facility. NOTE: Electronic master files and databases created to supplement or replace the records covered by file no. 333 are not authorized for disposal under GRS 1, item 21. Such files must be scheduled on an SF 115.	Temporary Use GRS_2-7-062
334 Individual Non-Occupational Health Record Files 334	Forms, correspondence, and other records, including summary records, documenting an individual employee's medical history, physical condition, and visits to Government health facilities, for nonwork-related purposes, excluding EMF material (file no. 333).	Temporary Use GRS_2-7-070

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
335 Occupational Injury and Illness Files 335	Reports and logs (including Occupational Safety and Health Administration [OSHA] Forms 100, 101, 102, and 200, or equivalents) maintained as prescribed in 29 CFR 1960 and OSHA pamphlet 2014 to document all recordable occupational injuries and illnesses for each establishment.	Temporary Use GRS_2-7-020 or File 207 (DAA-0064-2015-0003 item 1).
336 Personal Injury Files 336	Forms, reports, correspondence, and related medical and investigatory records relating to on-the-job injuries, whether or not a claim for compensation was made, excluding copies filed in the EMF (file no. 333).	Temporary N01-0064-2001-0002 Item 4 Cut off on termination of compensation OR when deadline for filing a claim has passed. Destroy 5 years after cutoff. (N1-64-01-2, item 4).
337 Health Unit Control Files 337-1	Logs or registers reflecting daily number of visits to dispensaries, first aid rooms, and health units. If information is summarized on statistical report.	Temporary Use GRS_2-7-010
337 Health Unit Control Files 337-2	Logs or registers reflecting daily number of visits to dispensaries, first aid rooms, and health units. If information is not summarized.	Temporary Use GRS_2-7-010
338 Health Summaries 338	Copies of statistical summaries and reports with related papers pertaining to employee health, retained by the reporting unit. NOTE: Electronic master files and databases created to supplement or replace the records covered by file no. 338 are not authorized for disposal under GRS 1, item 22. Such files must be scheduled on an SF 115.	Temporary Use GRS_2-7-010

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
339 Denied Health Benefits Requests Under Spouse Equity 339-1	Denied eligibility files consisting of applications, court orders, denial letters, appeal letters, and related papers. Health benefits denied, not appealed.	Temporary Use GRS_2-4-111
339 Denied Health Benefits Requests Under Spouse Equity 339-2a	Denied eligibility files consisting of applications, court orders, denial letters, appeal letters, and related papers. Health benefits denied and then appealed to OPM for reconsideration.a. Appeal successful - benefits granted.	Temporary Use GRS_2-4-111
339 Denied Health Benefits Requests Under Spouse Equity 339-2b	Denied eligibility files consisting of applications, court orders, denial letters, appeal letters, and related papers. Health benefits denied and then appealed to OPM for reconsideration.b. Appeal unsuccessful - benefits denied.	Temporary Use GRS_2-4-111

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
Examining and Certification 340 Examining and Certification Records 340	Delegated agreements and related records (created under the authority of 5 U.S.C. 1104) between OPM and NARA, allowing for examination and certification of applicants for employment.	Temporary Use GRS_2-1-0150
Safety and Occupational Health 341 Safety and Occupational Health Function 341-1a	Records created in connection with developing and administering agency-wide policies to ensure healthy and safe working conditions in conjunction with the NARA National Safety and Health Committee. Also included are records on inspections of NARA worksites for compliance with OSHA and other standards governing workplace health and safety; and periodic reports to the Department of Labor and other entities concerning NARA policies and performance. Inspection. a. All inspection activities with the exception of those listed under file nos. 341-1b through 1f.	Temporary N01-0064-2011-0002 Item 1a Cut off at end of each inspection cycle. Destroy after 1 additional inspection cycle. (N1-064-11-2, item 1a)
341 Safety and Occupational Health Function 341-1b	Records created in connection with developing and administering agency-wide policies to ensure healthy and safe working conditions in conjunction with the NARA National Safety and Health Committee. Also included are records on inspections of NARA worksites for compliance with OSHA and other standards governing workplace health and safety; and periodic reports to the Department of Labor and other entities concerning NARA policies and performance. Inspection. b. Job Hazard Analysis.	Temporary N01-0064-2011-0002 Item 1b Cut off when task is no longer performed. Destroy 1 year after cutoff. (N1-064-11-2, item 1b)
341 Safety and Occupational Health Function 341-1c	Records created in connection with developing and administering agency-wide policies to ensure healthy and safe working conditions in conjunction with the NARA National Safety and Health Committee. Also included are records on inspections of NARA worksites for compliance with OSHA and other standards governing workplace health and safety; and periodic reports to the Department of Labor and other entities concerning NARA policies and performance. Inspection. c. Job Hazard Analysis Master File.	Temporary N01-0064-2011-0002 Item 1c Destroy upon dissolution of SOH Program. (N1-064-11-2, item 1c)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
341 Safety and Occupational Health Function 341-1d	Records created in connection with developing and administering agency-wide policies to ensure healthy and safe working conditions in conjunction with the NARA National Safety and Health Committee. Also included are records on inspections of NARA worksites for compliance with OSHA and other standards governing workplace health and safety; and periodic reports to the Department of Labor and other entities concerning NARA policies and performance. Inspection. d. Hearing Conservation Program (HCP).	Temporary N01-0064-2011-0002 Item 1d Cut off 2 years after inspection cycle. Destroy after 1 additional inspection cycle. (N1-064-11-2, item 1d)
341 Safety and Occupational Health Function 341-1e	Records created in connection with developing and administering agency-wide policies to ensure healthy and safe working conditions in conjunction with the NARA National Safety and Health Committee. Also included are records on inspections of NARA worksites for compliance with OSHA and other standards governing workplace health and safety; and periodic reports to the Department of Labor and other entities concerning NARA policies and performance. Inspection. e. Medical evaluations (personal air sampling results, personal noise sampling results, etc.).	Temporary N01-0064-2011-0002 Item 1e-inst File all related records in an employee's EMF.
341 Safety and Occupational Health Function 341-1f	Records created in connection with developing and administering agency-wide policies to ensure healthy and safe working conditions in conjunction with the NARA National Safety and Health Committee. Also included are records on inspections of NARA worksites for compliance with OSHA and other standards governing workplace health and safety; and periodic reports to the Department of Labor and other entities concerning NARA policies and performance. Inspection. f. Respiratory Protection Fit Testing.	Temporary N01-0064-2011-0002 Item 1f Cut off at end of fit testing cycle. Destroy 1 year after cutoff. (N1-064-11-2, item 1f)
341 Safety and Occupational Health Function 341-2a	Records created in connection with developing and administering agency-wide policies to ensure healthy and safe working conditions in conjunction with the NARA National Safety and Health Committee. Also included are records on inspections of NARA worksites for compliance with OSHA and other standards governing workplace health and safety; and periodic reports to the Department of Labor and other entities concerning NARA policies and performance. Incident Reporting. a. Non-injury-related incidents.	Temporary N01-0064-2011-0002 Item 2a Cut off when case is closed. Destroy 5 years after cutoff. (N1-064-11-2, item 2a)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
341 Safety and Occupational Health Function 341-2b	Records created in connection with developing and administering agency-wide policies to ensure healthy and safe working conditions in conjunction with the NARA National Safety and Health Committee. Also included are records on inspections of NARA worksites for compliance with OSHA and other standards governing workplace health and safety; and periodic reports to the Department of Labor and other entities concerning NARA policies and performance. Incident Reporting. b. Injury-related incidents.	Temporary N01-0064-2011-0002 Item 2b-inst File all related records in an employee's EMF.
341 Safety and Occupational Health Function 341-2c	Records created in connection with developing and administering agency-wide policies to ensure healthy and safe working conditions in conjunction with the NARA National Safety and Health Committee. Also included are records on inspections of NARA worksites for compliance with OSHA and other standards governing workplace health and safety; and periodic reports to the Department of Labor and other entities concerning NARA policies and performance. Incident Reporting. c. Occupational Safety and Health Administration (OSHA) Log.	Temporary N01-0064-2011-0002 Item 2c Cut off 5 years after end of calendar year. Destroy 1 year after cutoff. (N1-064-11-2, item 2c)
341 Safety and Occupational Health Function 341-3	Records created in connection with developing and administering agency-wide policies to ensure healthy and safe working conditions in conjunction with the NARA National Safety and Health Committee. Also included are records on inspections of NARA worksites for compliance with OSHA and other standards governing workplace health and safety; and periodic reports to the Department of Labor and other entities concerning NARA policies and performance. Reference Materials - Material Safety Data Sheets (MSDS).	Temporary N01-0064-2011-0002 Item 3-inst Nonrecord. Retain as long as substance is in active use. Cut off when substance is no longer in use. Destroy 40 years after cutoff.
341 Safety and Occupational Health Function 341-4a	Records created in connection with developing and administering agency-wide policies to ensure healthy and safe working conditions in conjunction with the NARA National Safety and Health Committee. Also included are records on inspections of NARA worksites for compliance with OSHA and other standards governing workplace health and safety; and periodic reports to the Department of Labor and other entities concerning NARA policies and performance. Standards. a. Reference set of externally-generated Government and industry standards.	Temporary N01-0064-2011-0002 Item 4a-inst Nonrecord. Cut off individual standard when no longer used or when superseded. Destroy 1 year after cutoff.

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
341 Safety and Occupational Health Function 341-4b	Records created in connection with developing and administering agency-wide policies to ensure healthy and safe working conditions in conjunction with the NARA National Safety and Health Committee. Also included are records on inspections of NARA worksites for compliance with OSHA and other standards governing workplace health and safety; and periodic reports to the Department of Labor and other entities concerning NARA policies and performance. Standards. b. NARA-generated standards (standard and all related documentation).	Temporary N01-0064-2011-0002 Item 4b Cut off individual standard when no longer used or when superseded. Destroy 1 year after cutoff. (N1-064-11-2, item 4b)
341 Safety and Occupational Health Function 341-5	Records created in connection with developing and administering agency-wide policies to ensure healthy and safe working conditions in conjunction with the NARA National Safety and Health Committee. Also included are records on inspections of NARA worksites for compliance with OSHA and other standards governing workplace health and safety; and periodic reports to the Department of Labor and other entities concerning NARA policies and performance. Training Program. Includes evidence of "Employee SOH Training."	Temporary N01-0064-2011-0002 Item 5 Cut off at end of training cycle. Destroy after 1 additional training cycle. (N1-064-11-2, item 5)
Telework Program 345 Telework/Alternative Worksite Records 345-1	Telework/Alternative Worksite Records Telework/alternative worksite program files generated by the designated Telework Managing Officer (TMO) and Telework Coordinator. Files may include: · Correspondence and notes; · Policy implementation documents; · Telework forms development files; · Planning records; · Program evaluation documentation/data; · Reports provided to NARA senior management and oversight agencies, such as OPM; and · Other related records generated by NARA or participating employees.	Temporary Use GRS_2-3-080 or File 207 (DAA-0064-2015-0003 item 1).
345 Telework/Alternative Worksite Records 345-2	Telework/Alternative Worksite Records Forms, requests, or applications to participate in telework/alternative worksite programs. Includes the following records maintained by the Telework Coordinator: · Agreements between NARA and individual teleworkers (NA Form 3040); · Records such as questionnaires relating to the safety of the worksite (NA Form 3041); · Forms, checklists, and similar records regarding the installation and use of equipment, hardware, and software; and · Records of NARA's policies regarding teleworkers' transport and use of personally identifiable information (PII).	Temporary Use GRS_2-3-081 or File 207 (DAA-0064-2015-0003 item 1).

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
Electronic Copies of Records Contained in this Chapter 399 Word Processing Files and Electronic Mail (E-mail) Records 399-1	Word Processing Files and Electronic Mail (E-mail) Records Word Processing Files. Documents such as letters, memoranda, reports, handbooks, directives, and manuals recorded on electronic media, such as hard disks or floppy diskettes, after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes.	Temporary N01-0064-2001-0002 Item 5a Delete from the word processing system when no longer needed for updating or revision. (GRS 5.2, item 020 and N1-64-01-2, item 5a)
399 Word Processing Files and Electronic Mail (E-mail) Records 399-2	Word Processing Files and Electronic Mail (E-mail) Records E-mail Records. Senders' and recipients' versions of e-mail messages that meet the definition of Federal records, and any attachments to the record messages after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes.	PERMANENT / Temporary N01-0064-2001-0002 Item 5b, GRS 6.1 items 010, 011 Delete from the e-mail system after copying to a recordkeeping system. (GRS 6.1 items 010, 011, GRS 5.2, item 020 and N1-64-01-2, item 5b) NOTE: Along with the message text, the recordkeeping system must capture the names of sender and recipients and date (transmission data for recordkeeping purposes) and any receipt data when required.

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
Chapter 4, Budget, Accounting, and Financial Management Budget Formulation 401 Budget and Finance Policy Files 401	Correspondence and subject files accumulated in the Financial Services Division (NAB) which document agency policy and procedures governing budget administration and reflecting policy decisions affecting expenditures for agency programs. Arranged by subject.	Permanent N01-0064-1987-0001 Item 401 PERMANENT. Cut off at end of target budget year. Retire to records center when 10 years old. Transfer to NARA in 10-year blocks when 20 years old. (N1-64-87-1)
402 Budget Correspondence Files 402	Correspondence files of NAB pertaining to routine budget administration, agency-wide budget procedures, internal procedures, and other routine matters NOT described elsewhere in this chapter. EXCLUDED are policy and procedure files that should be filed under file no. 401.	Temporary Use GRS_1-3-050
403 Budget Estimates and Justifications 403-1	Budget Estimates and Justifications Copies of budget estimates and justifications prepared or consolidated in NAB. Included are appropriation language sheets, narrative statements, transcripts of hearings, backup justifications for hearings, and related records. (All policy and procedure documents should be filed under file no. 401.)	Temporary N01-0064-1987-0001 Item 403-1 Cut off at end of target budget year. Destroy when 5 years old. (N1-64-87-1)
403 Budget Estimates and Justifications 403-2	Budget Estimates and Justifications Working papers, cost statements, rough data, and duplicates of papers described in file no. 403-1.	Temporary Use GRS_1-3-010, 040, 041

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
404 Budget Background Records 404	Cost statements, rough data, and similar materials accumulated in the preparation of annual budget estimates, including duplicates of budget estimates and justifications, related appropriation language sheets, narrative statements, and schedules; and originating offices' copies of reports submitted to NAB. (See item 403 for documents maintained by NAB in consolidating estimates.)	Temporary Use GRS_1-3-010, 040, 041 or File 207 (DAA-0064-2015-0003 item 1).
Operating Budget 405 Financing Authorizations/Appropriations 405	Records documenting provisions of appropriations or interim financing authority when appropriations have not been made by the beginning of the new fiscal year. Included are copies of congressional hearings, congressional resolutions, Treasury warrants, and related records.	Temporary N01-0064-1987-0001 Item 405 Cut off annually. Destroy when 2 years old. (N1-64-87-1)
406 Apportionments and Allotments 406	Records created or accumulated in obtaining apportionments from the Office of Management and Budget (OMB) and issuing allotments to the Archivist. Included are apportionment and reapportionment schedules, allotments, proposed quarterly obligations under each authorized appropriation, and related records.	Temporary Use GRS_1-3-020
407 Allowances and Operating Budget Plans (OBPs) 407-1	Allowances and Operating Budget Plans (OBPs) Records created or accumulated by NAB in issuing calls for OBPs which provide the basis for allocation of resources. Includes offices' requests for operating budgets, staffing patterns, and other backup materials; analysis of funding requests; and allowance and operating budget documents.	Temporary N01-0064-1987-0001 Item 407-1 Cut off annually. Destroy when 2 years old. (N1-64-87-1)
407 Allowances and Operating Budget Plans (OBPs) 407-2	Allowances and Operating Budget Plans (OBPs) Records created or accumulated by individual NARA offices in preparing and submitting planning, programming, staffing, budgeting, and program review and analysis data in support of their program activities.	Temporary DAA-0064-2015-0003-dup Item 1 Use GRS 5.1 item 010 or File 207 (DAA-0064-2015-0003 item 1).

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
408 Budget Execution Controls and Reports 408-1	Records accumulated in controlling the expenditure of funds within the limitations prescribed by Congress and OMB. Included are correspondence providing limitations on employment or Full-Time Equivalent (FTE), end-of-year strength, travel, and personnel expenditures; reports of budget status; FTE, on-board employment, and funding projections, restrictions and limitation documents; and related records. Annual budget execution report.	Temporary Use GRS_1-3-030
408 Budget Execution Controls and Reports 408-2	Records accumulated in controlling the expenditure of funds within the limitations prescribed by Congress and OMB. Included are correspondence providing limitations on employment or Full-Time Equivalent (FTE), end-of-year strength, travel, and personnel expenditures; reports of budget status; FTE, on-board employment, and funding projections, restrictions and limitation documents; and related records. Interim budget execution reports.	Temporary Use GRS_1-3-031
408 Budget Execution Controls and Reports 408-3	Records accumulated in controlling the expenditure of funds within the limitations prescribed by Congress and OMB. Included are correspondence providing limitations on employment or Full-Time Equivalent (FTE), end-of-year strength, travel, and personnel expenditures; reports of budget status; FTE, on-board employment, and funding projections, restrictions and limitation documents; and related records. Correspondence and working papers.	Temporary N01-0064-1987-0001 Item 408-3 Cut off annually. Destroy when 2 years old. (N1-64-87-1)
Accounting 409 Accounting Reports 409-1	Copies of monthly accounting reports from the Oracle Federal Financial System for all funds showing status of obligations and allotments under each authorized appropriation. For NARA's site audit records, the Bureau of the Public Debt (BPD), NARA's financial and accounting services provider, follows disposition instructions as authorized by GRS 1.1, item 010. Copies maintained by the Accounting Policy and Operations Branch (BCA).	Temporary Use GRS_1-1-010
409 Accounting Reports 409-2	Copies of monthly accounting reports from the Oracle Federal Financial System for all funds showing status of obligations and allotments under each authorized appropriation. For NARA's site audit records, the Bureau of the Public Debt (BPD), NARA's financial and accounting services provider, follows disposition instructions as authorized by GRS 1.1, item 010. Copies maintained by other offices.	Temporary Use GRS_1-1-011
410 Centrally Managed/Budgeted Items 410	Correspondence related to space and payments to the Public Buildings Service's Federal Buildings Fund, space charges, billings, budget estimates, payment of operation and maintenance costs of NARA buildings and Presidential Libraries, and recurring reimbursable services above SLUC charges. Includes common distributable items, such as worker's and unemployment compensation, United Parcel Service (UPS), and health rooms.	Temporary Use GRS_1-1-011

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
411 Reimbursable Agreements 411	Copies of agreements with other agencies or within NARA, reports of billings of other agencies, and correspondence with BPD to transfer obligations. Also included are procedural memos for field activities, reimbursable workload data, and information on billing other agencies.	Temporary Use GRS_1-1-011
412 Reimbursable Billing 412	Copies of billing documents sent to other agencies and related backup for services rendered by NARA.	Temporary Use GRS_1-1-011
413 Cash Management 413-1	Cash Management Guidance from OMB, Government Accountability Office (GAO), and Department of Treasury regarding effective cash management, including the Financial Managers Financial Integrity Act (FMFIA) as implemented by OMB Circular A-127.	Temporary N01-0064-1987-0001 Item 413-1 Destroy when superseded OR obsolete. (N1-64-87-1)
413 Cash Management 413-2	Cash Management Cash management reports on late payment charges and interest paid out, unpaid invoices and problems, and reviews of financial management systems.	Temporary DAA-0064-2015-0003-dup Item 1 Use GRS 5.1 item 010 or File 207 (DAA-0064-2015-0003 item 1).
414 Accounting System Guidance Files 414	Correspondence with BPD concerning the Oracle Federal Financial System, accounting code manuals, the Comprehensive Human Resources Information System (CHRIS), payroll block numbers, and information on other agency accounting systems and payroll systems.	Temporary DAA-0064-2015-0003-dup Item 1 Use GRS 1.1 item 001 or File 207 (DAA-0064-2015-0003 item 1).
415 Obligation Files 415	Copies of documents sent to BPD for obligation and payment.	Temporary DAA-0064-2015-0003-dup Item 1 Use GRS 1.1 item 010 or File 207 (DAA-0064-2015-0003 item 1).

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
416 Office Accounting Files 416	Records accumulated by individual offices in monitoring and accounting for appropriated and revolving funds used to finance program operations. Included are cost reports and statements, tabulations, and related records. EXCLUDED are files accumulated by offices responsible for budget and financial programs and files of imprest fund cashiers.	Temporary DAA-0064-2015-0003-dup Item 1 Use GRS 1.1 item 011 or File 207 (DAA-0064-2015-0003 item 1).
417 Office Financial Files 417	Records accumulated by individual offices concerning the expenditure of funds incidental to the performance of program functions of the office. Included are travel cost estimates, notifications of availability of funds, receipts, other documents regarding the distribution of checks and savings bonds, and related records.	Temporary DAA-0064-2015-0003-dup Item 1 Use GRS 1.1 item 011 or File 207 (DAA-0064-2015-0003 item 1).
418 Time and Attendance Records 418-1	These files are accumulated by timekeepers: · Office of Personnel Management (OPM) Form 71, Request for Leave or Approved Absence, or equivalent, e-mails, and supporting records; · GSA Form 873, Annual Attendance Record; NA Form 3004, Intermittent Employee Attendance Record; or comparable documents for verifying payroll printouts and managing employees' leave; · Copies of overtime reports; and · Related records. OPM Form 71 ("Leave Slip") Files. OPM Form 71s or equivalent plus e-mails and any supporting documentation of requests and approvals for leave.	Temporary Use GRS_2-4-030 or File 207 (DAA-0064-2015-0003 item 1).
418 Time and Attendance Records 418-2	These files are accumulated by timekeepers: · Office of Personnel Management (OPM) Form 71, Request for Leave or Approved Absence, or equivalent, e-mails, and supporting records; · GSA Form 873, Annual Attendance Record; NA Form 3004, Intermittent Employee Attendance Record; or comparable documents for verifying payroll printouts and managing employees' leave; · Copies of overtime reports; and · Related records. All other time and attendance records (paper and electronic) upon which leave input data is based, such as time or sign-in sheets; flexitime records; leave applications for jury and military duty; and authorized premium pay or overtime.	Temporary Use GRS_2-4-030 or File 207 (DAA-0064-2015-0003 item 1).

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
Imprest Fund 419 Cashier and Collection Officer Designations 419	Documents concerning the designation of individuals as imprest fund cashiers and collection officers.	Temporary N01-0064-1987-0001 Item 419 Cut off at end of fiscal year following cancellation. Destroy when 2 years old. (N1-64-87-1)
420 Collection Receipts 420	Documents maintained by designated collection officers to provide a record of the receipt and disposition of remittances. Included are receipts for cash (subvouchers), copies of remittance register sheets, and similar records.	Temporary Use GRS_1-1-011 or File 207 (DAA-0064-2015-0003 item 1).
421 Imprest Fund Files 421	Documents reflecting the receipt of and accounting for petty cash, traveler's checks, or imprest funds used in connection with travel and small purchases. Included are receipts for funds, reimbursement vouchers, similar documents, and related records.	Temporary Use GRS_1-1-011 or File 207 (DAA-0064-2015-0003 item 1).
Administrative Claims 422 Administrative Claims Files 422-1	Administrative Claims Files Claims against the United States. Records relating to claims against the United States for monies which have been administratively (1) disallowed in full or (2) allowed in full or in part. Also includes records of final payment of the amount awarded. EXCLUDES claims covered by file no. 422-3 below.	Temporary Use GRS_1-1-080
422 Administrative Claims Files 422-2a	Administrative Claims Files Claims by the United States subject to the Federal Claims Collection Standards and 28 U.S.C. 2415 or 31 U.S.C. 3716(c)(1). Records relating to claims for money or property that were administratively determined to be due and owing to the U.S. and that are subject to the Federal Claims Collection Standards (4 CFR Chapter II), EXCLUDING claims covered under file no. 422-3 below. a. Claims that were paid in full or by means of a compromise agreement pursuant to 4 CFR Part 103.	Temporary Use GRS_1-1-080

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
422 Administrative Claims Files 422-2b1	Administrative Claims Files Claims by the United States subject to the Federal Claims Collection Standards and 28 U.S.C. 2415 or 31 U.S.C. 3716(c)(1). Records relating to claims for money or property that were administratively determined to be due and owing to the U.S. and that are subject to the Federal Claims Collection Standards (4 CFR Chapter II), EXCLUDING claims covered under file no. 422-3 below. b. Claims for which collection action has been terminated under 4 CFR Part 104. 1. Claims for which the Government's right to collect was NOT extended.	Temporary Use GRS_1-1-080
422 Administrative Claims Files 422-2b2	Administrative Claims Files Claims by the United States subject to the Federal Claims Collection Standards and 28 U.S.C. 2415 or 31 U.S.C. 3716(c)(1). Records relating to claims for money or property that were administratively determined to be due and owing to the U.S. and that are subject to the Federal Claims Collection Standards (4 CFR Chapter II), EXCLUDING claims covered under file no. 422-3 below. 1. Claims for which the Government's right to collect was NOT extended. 2. Claims for which the Government is entitled (per 28 U.S.C. 2415) to additional time to initiate legal action.	Temporary Use GRS_1-1-080
422 Administrative Claims Files 422-2c	Administrative Claims Files Claims by the United States subject to the Federal Claims Collection Standards and 28 U.S.C. 2415 or 31 U.S.C. 3716(c)(1). Records relating to claims for money or property that were administratively determined to be due and owing to the U.S. and that are subject to the Federal Claims Collection Standards (4 CFR Chapter II), EXCLUDING claims covered under file no. 422-3 below. c. Claims that NARA administratively determines are NOT owed to the United States Government after collection action was initiated.	Temporary Use GRS_1-1-080
422 Administrative Claims Files 422-3	Administrative Claims Files Claims files that are affected by a court order or that are subject to litigation proceedings.	Temporary Use GRS_1-1-080
423 Waiver of Claims Files 423-1	Records relating to waiver of claims of the United States against a person arising out of an erroneous payment of pay allowances, travel expenses, or relocation expenses to a NARA employee. Records may include: bills of collection, requests for waiver of claim, investigative reports, decisions by NARA and/or GAO approving or denying the waiver, and related records. Approved waivers (amounts NOT aggregating to more than $500. GAO may approve any amount).	Temporary Use GRS_1-1-080
423 Waiver of Claims Files 423-2	Records relating to waiver of claims of the United States against a person arising out of an erroneous payment of pay allowances, travel expenses, or relocation expenses to a NARA employee. Records may include: bills of collection, requests for waiver of claim, investigative reports, decisions by NARA and/or GAO approving or denying the waiver, and related records. Denied waivers.	Temporary Use GRS_1-1-080

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
Non-Recordkeeping Copies of Electronic Records Covered in Chapter 4 499 Non-Recordkeeping Copies of Electronic Records Covered in Chapter 4 499	Non-recordkeeping copies of electronic records maintained in email systems, computer hard drives or networks, web servers, or other location after the recordkeeping copy has been copied to a recordkeeping system or otherwise preserved. This includes: · Documents such as letters, memoranda, reports, handbooks, directives, manuals, briefings, or presentations created on office applications, including Portable Document Format (PDF) or its equivalent; · Senders' and recipients' versions of electronic mail messages that meet the definition of Federal records and any related attachments after they have been copied to a recordkeeping system or otherwise preserved; · Electronic spreadsheets; · Digital video or audio files; · Digital maps or architectural drawings; and · Copies of the above electronic records maintained on websites or web servers, but excluding web pages themselves.	Temporary Use GRS_6-1-010 & 011, GRS_5-2-020
Chapter 5, Property and Procurement Real Property 501 Real Property Title Papers 501-1	Title papers documenting the acquisition of real property (by purchase, condemnation, donation, exchange, or otherwise), but EXCLUDING papers relating to the acquisition of facilities for Presidential libraries which are described in Chapter 14. Records relating to property, but EXCLUDING abstract or certificate of title.	Temporary Use GRS_5-4-020
501 Real Property Title Papers 501-2	Title papers documenting the acquisition of real property (by purchase, condemnation, donation, exchange, or otherwise), but EXCLUDING papers relating to the acquisition of facilities for Presidential libraries which are described in Chapter 14. Abstract or certificate of title.	Temporary Use GRS_5-4-020

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
502 Property Disposal Case Files 502	Case files on disposal of surplus real and related personal property.	Temporary Use GRS_1-1-030
General Services and Supply 503 Office General Services and Supply Files 503	Records relating to acquisition, maintenance, utilization, and control of office equipment, supplies, utilities, and space; and telecommunications, transportation, printing, publication, custodial, and other services. Included are: requisitions for equipment, supplies, and services (NA Form 5007s); communications about the requisitions or services; and related records. EXCLUDED are official purchase order and contract files described under file no. 519.	Temporary DAA-0064-2015-0003-dup Item 1 Use GRS 5.4 item 010 or File 207 (DAA-0064-2015-0003 item 1).
Personal Property 504 Annual Plan Files 504	NA Form 5004, Summary Annual Plan for Administrative Equipment; NA Form 5004A, Detailed Annual Plan for Administrative Equipment; and related records accumulated in developing, controlling, and approving annual and supplemental plans for administrative equipment.	Temporary N01-0064-1987-0001 Item 504 Cut off annually. Destroy when 3 years old. (N1-64-87-1)
505 Supply Catalogs 505	Copies of Federal Supply Schedules, brochures, catalogs, and other information received from sellers, distributors, and manufacturers for reference purposes.	Temporary N01-0064-1987-0001 Item 505 Destroy when superseded, obsolete, OR no longer needed for reference. (N1-64-87-1)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
506 Personal Property Management System, Register, and Master Files 506-1a	Electronic and hard copy records used for controlling personal property in NARA. Personal Property Management System (IPM). Automated system used to identify and manage accountable personal property. a. IPM Database. Electronic file that contains information identifying accountable personal property in NARA. Records were created before December 2007.	Temporary N01-0064-2008-0008 Item 1 Delete when current data is migrated to a new property management system and verified AND the new system is declared operational. (N1-64-08-8, item 1)
506 Personal Property Management System, Register, and Master Files 506-1b	Electronic and hard copy records used for controlling personal property in NARA. Personal Property Management System (IPM). Automated system used to identify and manage accountable personal property. b. Reports and statistics (ad hoc and periodic) produced from the database.	Temporary Use GRS_4-3-031
506 Personal Property Management System, Register, and Master Files 506-1c	Electronic and hard copy records used for controlling personal property in NARA. Personal Property Management System (IPM). Automated system used to identify and manage accountable personal property. c. System Documentation. Operating and technical manuals or equivalent.	Temporary Use GRS_3-1-051
506 Personal Property Management System, Register, and Master Files 506-1d	Electronic and hard copy records used for controlling personal property in NARA. Personal Property Management System (IPM). Automated system used to identify and manage accountable personal property. d. Disaster Recovery Backup Files.	Temporary Use GRS_3-2-051

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
506 Personal Property Management System, Register, and Master Files 506-2	Electronic and hard copy records used for controlling personal property in NARA. Register and Master Files. Registers of source documents, master files of purchase orders, FEDSTRIP requisitions, reports of property for survey, and similar records used for controlling personal property.	Temporary N01-0064-1987-0001 Item 506 Cut off annually. Destroy when 3 years old. (N1-64-87-1)
507 Property Management Officer/ Accountable Officers' (PMO/AO) History Files 507-1	Files maintained by the NARA PMO and AOs, within their area of jurisdiction, which reflect additions to, changes in, and status of personal property accounts. Included are: · Copies of source documents such as: · GSA Form 300, Purchase Order; · NA Form 5007, Requisition for Equipment, Supplies, or Services; · NA Form 5008, Transfer of Accountable Property; · NA Form 5010, Certificate of Destruction; · NA Form 5015, National Archives Report of Survey; · SF 120, Report of Excess Personal Property; · SF 122, Transfer Order Excess Personal Property; and · SF 126, Report of Personal Property for Sale; · Property listings; and · Similar records. Suspense file of source documents on which action has NOT been completed.	Temporary N01-0064-1987-0001 Item 507-1 Transfer documents to PMO/AO case file (no. 507-2) after action is completed AND information has been added to and verified on the property listing. (N1-64-87-1)
507 Property Management Officer/ Accountable Officers' (PMO/AO) History Files 507-2	Files maintained by the NARA PMO and AOs, within their area of jurisdiction, which reflect additions to, changes in, and status of personal property accounts. Included are: · Copies of source documents such as: · GSA Form 300, Purchase Order; · NA Form 5007, Requisition for Equipment, Supplies, or Services; · NA Form 5008, Transfer of Accountable Property; · NA Form 5010, Certificate of Destruction; · NA Form 5015, National Archives Report of Survey; · SF 120, Report of Excess Personal Property; · SF 122, Transfer Order Excess Personal Property; and · SF 126, Report of Personal Property for Sale; · Property listings; and · Similar records. PMO/AO case files containing source documents on which action has been completed.	Temporary N01-0064-1987-0001 Item 507-2 Cut off annually. Destroy when 5 years old. (N1-64-87-1)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
507 Property Management Officer/ Accountable Officers' (PMO/AO) History Files 507-3	Files maintained by the NARA PMO and AOs, within their area of jurisdiction, which reflect additions to, changes in, and status of personal property accounts. Included are: · Copies of source documents such as: · GSA Form 300, Purchase Order; · NA Form 5007, Requisition for Equipment, Supplies, or Services; · NA Form 5008, Transfer of Accountable Property; · NA Form 5010, Certificate of Destruction; · NA Form 5015, National Archives Report of Survey; · SF 120, Report of Excess Personal Property; · SF 122, Transfer Order Excess Personal Property; and · SF 126, Report of Personal Property for Sale; · Property listings; and · Similar records. Property listings showing items of personal property on NARA inventory by class, value, serial number, and AO account.	Temporary DAA-0064-2015-0003-dup Item 1 Use GRS 5.4 item 010 or File 207 (DAA-0064-2015-0003 item 1).
508 Office Equipment Control Files 508-1	Records maintained by offices for controlling equipment used within their area of accountability. GSA Form 1025, Receipt for Property, hand receipts, or comparable documents.	Temporary N01-0064-1987-0001 Item 508-1 Destroy when property has been returned OR transferred to someone else's custody. (N1-64-87-1)
508 Office Equipment Control Files 508-2	Records maintained by offices for controlling equipment used within their area of accountability. Property listings.	Temporary N01-0064-1987-0001 Item 508-2 Destroy after verification AND receipt of next listing. (N1-64-87-1)
509 Office Equipment Maintenance Files 509-1	Office Equipment Maintenance Files Guarantees, warranties, and related records obtained with, and applicable to, office materials and equipment.	Temporary N01-0064-1987-0001 Item 509-1 Destroy on expiration of guaranty OR warranty. (N1-64-87-1)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
509 Office Equipment Maintenance Files 509-2	Office Equipment Maintenance Files Cards used to record a history of the maintenance and repair of selected items of equipment.	Temporary N01-0064-1987-0001 Item 509-1 Transfer with the equipment OR destroy on final disposition of the equipment. (N1-64-87-1)
510 Excess Property Screening Files 510	Records accumulated in screening reports of excess personal and real property for possible use.	Temporary N01-0064-1987-0001 Item 510 Destroy when no longer needed for reference. (N1-64-87-1)
511 Excess Personal Property Reports 511	SF 120, Report of Excess Personal Property; and SF 122, Transfer Order Excess Personal Property.	Temporary Use GRS_5-4-040 or File 207 (DAA-0064-2015-0003 item 1).
Procurement 512 Procurement Policy Information Files 512-1	Correspondence and related information on all aspects of the procurement activity within NARA, including information on the development of specific procurement actions or functions. (See Chapter 1, file no. 104 for internal policy directives, interim guidances, and supplements.) Correspondence and related instructions providing guidance and direction for all aspects of the procurement activity within NARA.	Temporary N01-0064-1987-0001 Item 512 Destroy when superseded, obsolete, OR no longer needed for reference. (N1-64-87-1)
512 Procurement Policy Information Files 512-2a	Correspondence and related information on all aspects of the procurement activity within NARA, including information on the development of specific procurement actions or functions. (See Chapter 1, file no. 104 for internal policy directives, interim guidances, and supplements.) Information on the development of specific procurement actions or functions. (See file no. 222 for management improvement studies.) a. Subject files.	Temporary N01-0064-1992-0002 Item 1-512-2a Destroy when superseded, obsolete, OR no longer needed for reference. (N1-64-92-2)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
512 Procurement Policy Information Files 512-2b	Correspondence and related information on all aspects of the procurement activity within NARA, including information on the development of specific procurement actions or functions. (See Chapter 1, file no. 104 for internal policy directives, interim guidances, and supplements.) Information on the development of specific procurement actions or functions. (See file no. 222 for management improvement studies.) b. Information relating to release of decennial census.	Temporary N01-0064-1992-0002 Item 1-512-2b Cut off annually and place in inactive file. Destroy when subsequent decennial census is released. (N1-64-92-2)
513 Contracting Officer and Contracting Officer's Representative (COR) General Files 513	Records relating to contracting officers and CORs concerning training, regulations, limitations on procurement authority, status reports, and related matters.	Temporary N01-0064-1987-0001 Item 513 Destroy when superseded OR obsolete. (N1-64-87-1)
514 Contracting Officer and COR Designation Files 514	Appointment justifications, copies of training certificates, appointment letters, individual limitations on procurement authority, and related records pertaining to the designation of contracting officers and CORs.	Temporary N01-0064-1987-0001 Item 514 Cut off when designation is cancelled. Destroy when 2 years old. (N1-64-87-1)
515 General Procurement Correspondence Files 515	Correspondence files of operating procurement units concerning internal operation and administration matters that are NOT covered elsewhere in this chapter of the NARA Records Schedule.	Temporary Use GRS_1-1-001

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
516 Procurement Number Assignment Control 516	Documents used in recording and controlling the assignment of numbers to purchase case files, contracts, invitations to bid, and similar documents. Included are registers, logs, and similar control records.	Temporary N01-0064-1987-0001 Item 516 Cut off annually. Destroy when 2 years old. (N1-64-87-1)
517 Government Credit Card Files 517	Files documenting application for a card and approval, account maintenance, periodic review, and related information. Arranged and maintained by name of account holder.	Temporary N01-0064-2008-0013 Item 1 Cut off at end of fiscal year in which card account is cancelled. Destroy 3 years after cutoff. (N1-64-08-13, item 1)
518 Acceptable Bidders' Lists 518	Lists or card files of acceptable bidders.	Temporary Use GRS_1-1-070; 071
519 General Procurement Files 519-1a	Contract, requisition, purchase order, lease, bond, and surety records, including correspondence and related papers pertaining to: · Award (e.g., solicited and unsolicited successful bids and proposals, source selection documentation, and record of negotiations); · Administration; · Receipt and inspection of goods and/or services; and · Payment. Includes other records described in the Federal Acquisition Regulations (FAR), 48 CFR 4.803. For specific guidance on records to be included in these files, see the Procurement Guide, Chapter 10, "Contract Administration," □ Sections 2 and 3. Procurement or purchase organization copy and related papers. a. Transactions that exceed the simplified acquisition threshold ($100,000) and all construction contracts exceeding $2,000.	Temporary Use GRS_1-1-010

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
519 General Procurement Files 519-1b	Contract, requisition, purchase order, lease, bond, and surety records, including correspondence and related papers pertaining to: · Award (e.g., solicited and unsolicited successful bids and proposals, source selection documentation, and record of negotiations); · Administration; · Receipt and inspection of goods and/or services; and · Payment. Includes other records described in the Federal Acquisition Regulations (FAR), 48 CFR 4.803. For specific guidance on records to be included in these files, see the Procurement Guide, Chapter 10, "Contract Administration," Sections 2 and 3. Procurement or purchase organization copy and related papers. b. Transactions at OR below the simplified acquisition threshold ($100,000) and all construction contracts at OR below $2,000.	Temporary Use GRS_1-1-010
519 General Procurement Files 519-2	Contract, requisition, purchase order, lease, bond, and surety records, including correspondence and related papers pertaining to: · Award (e.g., solicited and unsolicited successful bids and proposals, source selection documentation, and record of negotiations); · Administration; · Receipt and inspection of goods and/or services; and · Payment. Includes other records described in the Federal Acquisition Regulations (FAR), 48 CFR 4.803. For specific guidance on records to be included in these files, see the Procurement Guide, Chapter 10, "Contract Administration," Sections 2 and 3. Obligation copy.	Temporary Use GRS_1-1-010 or File 207 (DAA-0064-2015-0003 item 1).
520 Solicited and Unsolicited Bids and Proposals Files 520-1a	Solicited and Unsolicited Bids and Proposals Files Solicited and Unsolicited Unsuccessful Bids and Proposals. a. Relating to small purchases as defined in the FAR, 48 CFR Part 13.	Temporary Use GRS_1-1-010
520 Solicited and Unsolicited Bids and Proposals Files 520-1b1	Solicited and Unsolicited Bids and Proposals Files Solicited and Unsolicited Unsuccessful Bids and Proposals. b. Relating to transactions above the small purchase limitations in 48 CFR Part 13. (1) When filed separately from contract case files.	Temporary Use GRS_1-1-010
520 Solicited and Unsolicited Bids and Proposals Files 520-1b2	Solicited and Unsolicited Bids and Proposals Files Solicited and Unsolicited Unsuccessful Bids and Proposals. b. Relating to transactions above the small purchase limitations in 48 CFR Part 13. (2) When filed with contract case files.	Temporary Use GRS_1-1-010

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
520 Solicited and Unsolicited Bids and Proposals Files 520-2a	Solicited and Unsolicited Bids and Proposals Files Canceled Solicitations Files a. Formal solicitations of offers to provide products or services (e.g., Invitations for Bids, Requests for Proposals, Requests for Quotations) which were canceled prior to award of a contract. The files include: pre-solicitation documentation on the requirement, any offers that were opened prior to the cancellation, documentation on any Government action up to the time of cancellation, and evidence of the cancellation.	Temporary Use GRS_1-1-010
520 Solicited and Unsolicited Bids and Proposals Files 520-2b	Solicited and Unsolicited Bids and Proposals Files Canceled Solicitations Files b. Unopened Bids.	Temporary Use GRS_1-1-010
521 Competition in Contracting Act Program Files 521-1	Correspondence, reports, and other files of the designated NARA Competition Advocate for procurement matters. The Competition Advocate is responsible for challenging barriers to and promoting full and open competition in the acquisition of supplies and services. Annual Reports.	Temporary N01-0064-1987-0001 Item 521-1 Cut off annually. Destroy when 3 years old. (N1-64-87-1)
521 Competition in Contracting Act Program Files 521-2	Correspondence, reports, and other files of the designated NARA Competition Advocate for procurement matters. The Competition Advocate is responsible for challenging barriers to and promoting full and open competition in the acquisition of supplies and services. Other records.	Temporary N01-0064-1987-0001 Item 521-2 Cut off annually. Destroy when 2 years old. (N1-64-87-1)
522 Procurement Preference Program Files 522	Correspondence, reports, and other records relating to goals developed under the Procurement Preference Program.	Temporary N01-0064-1987-0001 Item 522 Cut off annually. Destroy when 3 years old. (N1-64-87-1)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
523 Contract Action Reports 523-1	SF 279, Federal Procurement Data System (FPDS)-Individual Contract Action Report over $25,000; SF 281, FPDS--Summary of Contract Actions of $25,000 or Less; and related correspondence. Paper copies of forms maintained in contract case files.	Temporary Use GRS_1-1-010
523 Contract Action Reports 523-2	SF 279, Federal Procurement Data System (FPDS)-Individual Contract Action Report over $25,000; SF 281, FPDS--Summary of Contract Actions of $25,000 or Less; and related correspondence. Paper copies of forms maintained as part of the consolidated fiscal year Contract Action Reports File.	Temporary N01-0064-1987-0001 Item 523 Cut off annually. Destroy when 3 years old. (N1-64-87-1)
523 Contract Action Reports 523-3	SF 279, Federal Procurement Data System (FPDS)-Individual Contract Action Report over $25,000; SF 281, FPDS--Summary of Contract Actions of $25,000 or Less; and related correspondence. Fiscal year electronic data maintained by NARA and submitted to the FPDS, containing unclassified records of all procurements, other than small purchases, and consisting of information required by 48 CFR 4.601 for transfer to the FPDS.	Temporary Use GRS_1-1-013
524 Contract Appeals Case Files 524	Case files for contract appeals arising under the Contracts Dispute Act. The files consist of: notices of appeal and acknowledgements thereof; correspondence between parties; copies of contracts, plans, specifications, exhibits, change orders, and amendments; transcripts of hearings; documents received from parties concerned; final decisions; and all other related papers.	Temporary Use GRS_1-1-060
525 Contractors' Payroll Files 525	Contractors' payroll (construction contracts), submitted in accordance with Department of Labor regulations, with related certifications, anti-kickback affidavits, and other related papers.	Temporary Use GRS_1-1-050
526 Contractor's Statement of Contingent or Other Fees 526	Standard Form 119, Statement of Contingent or Other Fees, or statement in lieu of the form, when filed separately from the contract case file and maintained for enforcement or report purposes.	Temporary Use GRS_1-1-011

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
Electronic Copies of Records Contained in this Chapter 599 Word Processing Files and Electronic Mail (E-mail) Records 599-1	Word Processing Files and Electronic Mail (E-mail) Records Word Processing Files. Documents such as letters, memoranda, reports, handbooks, directives, and manuals recorded on electronic media, such as hard disks or floppy diskettes, after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes.	Temporary Use GRS_5-2-020
599 Word Processing Files and Electronic Mail (E-mail) Records 599-2	Word Processing Files and Electronic Mail (E-mail) Records E-mail Records. Senders' and recipients' versions of e-mail messages that meet the definition of Federal records, and any attachments to the record messages after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes.	Temporary Use GRS_6-1-010 & 011, GRS_5-2-020
Chapter 6, Facilities Facilities Management 601 Data Books 601	Data books composed of documents prescribed by the General Services Administration's (GSA) Handbook, Operation and Maintenance of Real Property (PBS P 5800.18A). These documents are used as reference files.	Temporary N01-0064-1987-0001 Item 601 Destroy when superseded OR obsolete. (N1-64-87-1)
602 Agency Space Files 602-1	Records relating to the allocation, utilization, and release of space under agency control. Also included are related reports to GSA. Building plan files and related agency records utilized in space planning, assignment, and adjustment.	Temporary Use GRS_5-4-010

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
602 Agency Space Files 602-2a	Records relating to the allocation, utilization, and release of space under agency control. Also included are related reports to GSA. Correspondence and reports relating to agency space holdings and requirements. a. Agency reports to GSA regarding space occupied in "Metropolitan Washington" and "outside the District of Columbia," and related papers.	Temporary Use GRS_5-4-010
602 Agency Space Files 602-2b	Records relating to the allocation, utilization, and release of space under agency control. Also included are related reports to GSA. Correspondence and reports relating to agency space holdings and requirements. b. Copies in subordinate reporting units and related work papers.	Temporary Use GRS_5-4-010
603 Permit, License, and Easement Files 603-1	Records relating to and used in controlling the issuance of licenses, permits, easements, and similar instruments. This series is limited to instruments that do NOT relate to, and which consequently CANNOT be filed with, specific case files described elsewhere in this chapter of the NARA Records Schedule. Files relating to documents issued by the Assistant Archivist for Administration (NA) or other senior officials.	Temporary N01-0064-1987-0001 Item 603-1 Cut off annually. Destroy when 2 years old. (N1-64-87-1)
603 Permit, License, and Easement Files 603-2	Records relating to and used in controlling the issuance of licenses, permits, easements, and similar instruments. This series is limited to instruments that do NOT relate to, and which consequently CANNOT be filed with, specific case files described elsewhere in this chapter of the NARA Records Schedule. Files relating to documents issued by the building manager.	Temporary N01-0064-1987-0001 Item 603-2 Cut off annually following denial, revocation, OR expiration. Destroy when 3 years old. (N1-64-87-1)
604 Posting File 604	Documents related to posting or displaying of printed, graphic, or other material on building premises and bulletin boards.	Temporary DAA-0064-2015-0003-dup Item 1 Use GRS 5.1 item 010 or File 207 (DAA-0064-2015-0003 item 1).

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
605 Community Activities Files 605	Documents created in approving, controlling, and ensuring removal of community exhibits and advertisements in Government-owned and -occupied buildings. EXCLUDES documents relating to Federally-recognized charitable campaigns (see file no. 331-2, "Charitable Contribution Campaigns").	Temporary DAA-0064-2015-0003-dup Item 1 Use GRS 5.1 item 010 or File 207 (DAA-0064-2015-0003 item 1).
606 Health Unit Files 606-1	Documents relating to the establishment and operation of health units. Included are occupant requests for establishments, interagency agreements, justifications, communications regarding operation, and related records. Agreements.	Temporary N01-0064-1987-0001 Item 606-1 Destroy when superseded OR obsolete. (N1-64-87-1)
606 Health Unit Files 606-2	Documents relating to the establishment and operation of health units. Included are occupant requests for establishments, interagency agreements, justifications, communications regarding operation, and related records. Other records.	Temporary N01-0064-1987-0001 Item 606-2 Cut off annually. Destroy when 2 years old. (N1-64-87-1)
607 Management Information Reports 607	Reports containing quantitative data received by building manager's office. These reports are used to determine current program performance and historical trends.	Temporary N01-0064-1987-0001 Item 607 Cut off annually. Destroy when 2 years old. (N1-64-87-1)
608 Office Requirements Files 608	Documents from offices reflecting requirements for and information about services, particularly those of a continuing or nonstandard nature.	Temporary N01-0064-1987-0001 Item 608 Destroy when superseded OR obsolete. (N1-64-87-1)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
609 Facilities Management Requisition Control Files 609-1	Facilities Management Requisition Control Files Incoming requisitions. Documents accounting for all requisitions received by the Facilities Management Branch (NAFM), including date received, date completed, action taken, inspection reports, facilities staff' project assignments, and the original copy of the NA Form 5007, Requisition for Equipment, Supplies, and Services.	Temporary N01-0064-1987-0001 Item 609-1 Cut off annually. Destroy when 2 years old. (N1-64-87-1)
609 Facilities Management Requisition Control Files 609-2	Facilities Management Requisition Control Files NAFM-initiated requisitions. Documents accounting for all requisitions for supplies and services, including: cost data sent to the Acquisition Services Division (NAA), a copy of the original NA Form 5007, and date of completion.	Temporary N01-0064-1987-0001 Item 609-2 Cut off annually. Destroy when 2 years old. (N1-64-87-1)
Building Design and Construction 610 Federal Structures Design Files 610-1a	Preliminary and presentation drawings and models of Federal structures and engineering projects. Files selected for architectural, historical, and technological significance. a. Drawings.	Permanent N01-0064-1987-0001 Item 610-1a PERMANENT. Offer to NARA within 5 years after completion of project. (N1-64-87-1)
610 Federal Structures Design Files 610-1b	Preliminary and presentation drawings and models of Federal structures and engineering projects. Files selected for architectural, historical, and technological significance. b. Models.	Permanent N01-0064-1987-0001-inst Item 610-1b-Inst Offer to NARA alone with with drawing files. (see file 610-1a)
610 Federal Structures Design Files 610-2	Preliminary and presentation drawings and models of Federal structures and engineering projects. All other files.	Permanent N01-0064-1987-0001-inst Item 610-2-Inst Offer to NARA alone with with drawing files. (see file 610-1a)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
611 Federal Structures Construction Files 611-1	Federal Structures Construction Files Intermediate and pre-final, final working, as-built, shop, repair and alteration, contract, and standard drawings; project specifications, with documents relating to their preparation; and engineering projects.	Permanent N01-0064-1987-0001-inst Item 611-1-Inst Offer to NARA alone with with drawing files. (see file 610-1a)
611 Federal Structures Construction Files 611-2	Federal Structures Construction Files Space assignment plans. Outline floor plans indicating occupancy of a building. (See item 602 for other "Agency Space Files.")	Temporary Use GRS_5-4-051
612 Other Architectural and Engineering Files 612-1	Original manuscript and duplicate drawings submitted to NARA by private firms or other Federal agencies for planning and research purposes. Drawings interfiled with related materials.	Temporary N01-0064-1987-0001 Item 612-1 Dispose of in accordance with the approved disposition instructions applicable to the records of which they are a part. (N1-64-87-1)
612 Other Architectural and Engineering Files 612-2	Original manuscript and duplicate drawings submitted to NARA by private firms or other Federal agencies for planning and research purposes. Drawings filed separately from related records.	Temporary Use GRS_5-4-051
612 Other Architectural and Engineering Files 612-3	Original manuscript and duplicate drawings submitted to NARA by private firms or other Federal agencies for planning and research purposes. Contract Negotiation Drawings. Drawings prepared during contract negotiation for buildings or objects lacking historical, architectural, or technological significance; drawings related to electrical, plumbing, heating, or air conditioning projects; or drawings superseded by final working/as-built drawings.	Temporary Use GRS_5-4-050

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
612 Other Architectural and Engineering Files 612-4	Original manuscript and duplicate drawings submitted to NARA by private firms or other Federal agencies for planning and research purposes. Drawings of Electrical, Plumbing, Heating, or Air Conditioning Systems.	Temporary Use GRS_5-4-051
612 Other Architectural and Engineering Files 612-5	Original manuscript and duplicate drawings submitted to NARA by private firms or other Federal agencies for planning and research purposes. Architectural Drawings of Temporary Structures and Buildings or of Buildings NOT Critical to the Mission of the Agency. Drawings of structures and buildings such as telephone and electric lines, storage sheds, parking lots, and comfort stations.	Temporary Use GRS_5-4-051
613 Paint Plans and Samples 613	Plans and paint samples for painting all areas of buildings lacking historical, architectural, or technological significance and plans and samples for painting appliances, elevators, and other mechanical parts of buildings. NOTE: Paint plans and samples for the interior and exterior walls of buildings significant for historical, architectural, or technological reasons are NOT disposable under file no. 613. Consult with the NARA Records Officer to prepare an SF 115.	Temporary Use GRS_5-4-051
614 Finding Aids 614	Indexes and other finding aids for design and construction files.	Temporary N01-0064-1987-0001 Item 614 Dispose of in accordance with the disposition instructions covering the related design and construction records. (N1-64-87-1)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
Building Services 615 Grounds Improvement Project Files 615	Documents accumulated in coordinating the operation, maintenance, and improvement of grounds, sidewalks, on-street parking areas, approaches, and roads with local officials, civic groups, and community organizations. This file category is limited to documents that are NOT identifiable with a specific repair and improvement project.	Temporary DAA-0064-2015-0003-dup Item 1 Use GRS 5.4 item 010 or File 207 (DAA-0064-2015-0003 item 1).
616 Painting Program Files 616-1	Documents created to continuously plan and schedule interior and exterior painting, identify painting requirements, and report progress. Included are painting program documents, coded drawings, card files identifying paintable units, work accomplishment schedules, approvals, progress reports, and related records. Progress reports.	Temporary DAA-0064-2015-0003-dup Item 1 Use GRS 5.4 item 010 or File 207 (DAA-0064-2015-0003 item 1).
616 Painting Program Files 616-2	Documents created to continuously plan and schedule interior and exterior painting, identify painting requirements, and report progress. Included are painting program documents, coded drawings, card files identifying paintable units, work accomplishment schedules, approvals, progress reports, and related records. Other records.	Temporary N01-0064-1987-0001 Item 616-2 Destroy when superseded OR obsolete. (N1-64-87-1)
617 Snow Removal Records 617-1	Documents accumulated in preparing snow removal plans, assigning employees to snow removal teams, and controlling and reporting on snow removal operations. Included are communications with local road officials, snow removal plans, assignment letters, operation reports, weather reports, and related records. Plans and related records.	Temporary N01-0064-1987-0001 Item 617-1 Destroy when superseded OR obsolete. (N1-64-87-1)
617 Snow Removal Records 617-2	Documents accumulated in preparing snow removal plans, assigning employees to snow removal teams, and controlling and reporting on snow removal operations. Included are communications with local road officials, snow removal plans, assignment letters, operation reports, weather reports, and related records. Other records.	Temporary DAA-0064-2015-0003-dup Item 1 Use GRS 5.4 item 010 or File 207 (DAA-0064-2015-0003 item 1).

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
618 Cleaning and Sanitation Files 618-1	Cleaning and Sanitation Files Routine records relating to cleaning and sanitation, EXCLUSIVE of files described elsewhere in this chapter.	Temporary DAA-0064-2015-0003-dup Item 1 Use GRS 5.4 item 010 or File 207 (DAA-0064-2015-0003 item 1).
618 Cleaning and Sanitation Files 618-2	Cleaning and Sanitation Files Surveys. Copies of coded floor plans, cleaning survey summary sheets, completed building cleaning survey forms, and related records accumulated in the surveying of building space to: (1) identify cleaning categories and the frequency of cleaning for each category and (2) determine manpower and fund requirements.	Temporary N01-0064-1987-0001 Item 618-2 Destroy when superseded OR obsolete. (N1-64-87-1)
618 Cleaning and Sanitation Files 618-3	Cleaning and Sanitation Files Cleaning staff organization. Charts and related records depicting the organization, functions, and responsibilities of the cleaning force.	Temporary N01-0064-1987-0001 Item 618-3 Destroy when superseded OR obsolete. (N1-64-87-1)
618 Cleaning and Sanitation Files 618-4	Cleaning and Sanitation Files Schedules, layouts, and related records showing areas and items to be cleaned and the dates thereof.	Temporary N01-0064-1987-0001 Item 618-4 Destroy when superseded OR obsolete. (N1-64-87-1)
618 Cleaning and Sanitation Files 618-5a	Cleaning and Sanitation Files Assignment, report, and inspection files. Assignment and work accomplishment forms, various inspection reports, complaints, notices of cleaning work required, and related records used to assign cleaners, report work accomplished, and verify and evaluate work accomplishment. a. Permanent work assignments.	Temporary N01-0064-1987-0001 Item 618-5a Permanent work assignments. Destroy when superseded OR obsolete. (N1-64-87-1)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
618 Cleaning and Sanitation Files 618-5b	Cleaning and Sanitation Files Assignment, report, and inspection files. Assignment and work accomplishment forms, various inspection reports, complaints, notices of cleaning work required, and related records used to assign cleaners, report work accomplished, and verify and evaluate work accomplishment. b. Periodic work assignments and inspections.	Temporary N01-0064-1987-0001 Item 618-5b Cut off annually. Destroy when 1 year old. (N1-64-87-1)
618 Cleaning and Sanitation Files 618-5c	Cleaning and Sanitation Files Assignment, report, and inspection files. Assignment and work accomplishment forms, various inspection reports, complaints, notices of cleaning work required, and related records used to assign cleaners, report work accomplished, and verify and evaluate work accomplishment. c. Other records.	Temporary N01-0064-1987-0001 Item 618-5c Cut off every 2 months. Destroy when 2 months old. (N1-64-87-1)
619 Carpet Program Files 619-1	Documents created to plan and schedule carpet cleaning and replacement. Included are carpet program documents, code drawings, work accomplishment reports, approvals, progress reports, and replacement and cleaning schedules. Progress reports.	Temporary DAA-0064-2015-0003-dup Item 1 Use GRS 5.4 item 010 or File 207 (DAA-0064-2015-0003 item 1).
619 Carpet Program Files 619-2	Documents created to plan and schedule carpet cleaning and replacement. Included are carpet program documents, code drawings, work accomplishment reports, approvals, progress reports, and replacement and cleaning schedules. Other records.	Temporary N01-0064-1987-0001 Item 619-2 Destroy when superseded OR obsolete. (N1-64-87-1)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
620 Uniform Allowance Controls 620	Records established to make sure that requests are submitted when employee uniform allowances are due. EXCLUDES Standard Form 78, Employee Records, when it is used as a uniform allowance control in addition to its prescribed use.	Temporary N01-0064-1987-0001 Item 620 Transfer with employee when he/she transfers to another office. Destroy upon transfer of employee to a job within NARA that does NOT require a uniform OR upon separation of employee from NARA, OR when the record is superseded OR obsolete. (N1-64-87-1)
621 General Storeroom Files 621	Documents relating to the general administration of storerooms, warehouses, and similar supply activities.	Temporary N01-0064-1987-0001 Item 621 Cut off annually. Destroy when 3 years old. (N1-64-87-1)
622 Parking Controls 622	Correspondence, permits, cards, and other documents related to assigning and controlling parking areas and spaces.	Temporary N01-0064-1987-0001 Item 622 Cut off when permit is returned OR expires. Destroy 3 years after cutoff. (N1-64-87-1)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
623 Concession Files 623-1	Concession Files Documents relating to the establishment, operation, modification, or discontinuance of concessions, including vending machines and pay telephone stations. Included are: requests for concessions; copies of contracts, agreements, licenses, and other authorization documents, including modifications thereto; concession records cards; floor plans; inspection reports; space assignments; photographs; communications about sale items or services; utility surveys; reports; agreements; and related records.	Temporary N01-0064-1987-0001 Item 623-1 Place in inactive file on expiration OR termination of the contract, license, agreement, or authorization documents, OR upon disapproval of establishment. Cut off the inactive file annually. Destroy when 1 year old. (N1-64-87-1)
623 Concession Files 623-2	Concession Files Concession operation files. Documents accumulated in evaluating concession services, surveying existing concession facilities, monitoring and coordinating interior decorations, arranging for procurement of furnishings and equipment, authorizing social functions, and for similar concession activities NOT directly related to contract administration. Included are survey reports, service requests, copies of work orders, questionnaires, correspondence, and related records.	Temporary N01-0064-1987-0001 Item 623-2 Cut off annually. Destroy when 3 years old, EXCEPT that the service questionnaires may be destroyed when they have served their purpose. (N1-64-87-1)
623 Concession Files 623-3	Concession Files Concession operation reports. Documents accumulated in recording and reporting fees paid to the Government as a result of concession operations, vending machine commissions, and related collection activities. Included are GSA Form 2817, Monthly (or 4-week) Profit/Loss Pro Forma Operating Statement, and related records.	Temporary N01-0064-1987-0001 Item 623-3 Cut off annually. Destroy when 3 years old. (N1-64-87-1)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
623 Concession Files 623-4	Concession Files Concession equipment cards. Data cards used to control the installation and removal of concession equipment, such as vending machines.	Temporary N01-0064-1987-0001 Item 623-4 Destroy when superseded OR obsolete OR 2 years after removal of the related item of equipment. (N1-64-87-1)
Mechanical Operation and Maintenance 624 Building and Equipment Service Files 624	GSA Form 283, Notice of Work Required, and other documents requesting building and equipment maintenance services, EXCLUDING fiscal copies.	Temporary Use GRS_5-4-071
625 Service Call Work Authorizations 625-1	GSA Form 1897, Maintenance Authorizations, and other documents used to record calls for nonreimbursable services and authorize and report completion of work thereon. Suspense copies.	Temporary N01-0064-1987-0001 Item 625-1 Destroy on return of original, reflecting completion of work. (N1-64-87-1)
625 Service Call Work Authorizations 625-2	GSA Form 1897, Maintenance Authorizations, and other documents used to record calls for nonreimbursable services and authorize and report completion of work thereon. Originals.	Temporary DAA-0064-2015-0003-dup Item 1 Use GRS 5.4 item 010 or File 207 (DAA-0064-2015-0003 item 1).

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
626 Work Authorization Files 626-1	Work Authorization Files Orders. Documents used to authorize, control, and account for work required in managing buildings. Included are requests, justifications, approvals, job orders, work orders, and related records.	Temporary DAA-0064-2015-0003-dup Item 1 Use GRS 5.4 item 010 or File 207 (DAA-0064-2015-0003 item 1).
626 Work Authorization Files 626-2	Work Authorization Files Registers. Documents used to record information on the receipt of, work called for by, numbers assigned to, and other data about, job and work orders.	Temporary N01-0064-1987-0001 Item 626-2 Destroy 2 years after registration sheet OR book is filled. (N1-64-87-1)
626 Work Authorization Files 626-3	Work Authorization Files Controls. Forms, normally maintained by shop supervisors, showing job order estimates by shop and labor and material expended to date.	Temporary N01-0064-1987-0001 Item 626-3 Destroy upon completion of job. (N1-64-87-1)
627 Preventive Maintenance Control Cards 627	Preventive maintenance control cards used to notify supervisors when preventive maintenance is due on a particular item and to record date of and staff hours devoted to accomplishment of preventive maintenance.	Temporary N01-0064-1987-0001 Item 627 Destroy when card is filled AND identifying information is brought forward to new card, OR upon disposition of the item or building. (N1-64-87-1)
628 Building Equipment History Files 628-1	Building Equipment History Files Guaranty and warranty files. Guarantees and warranties (including records relating to them) obtained with, and applicable to, materials and equipment.	Temporary N01-0064-1987-0001 Item 628-1 Destroy upon expiration of the guaranty OR warranty. (N1-64-87-1)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
628 Building Equipment History Files 628-2	Building Equipment History Files Building equipment history cards. Cards used to record a history of the maintenance and repair of selected items of equipment.	Temporary N01-0064-1987-0001 Item 628-2 Transfer with the equipment OR destroy upon final disposition of the equipment. (N1-64-87-1)
628 Building Equipment History Files 628-3	Building Equipment History Files Mechanical equipment data forms. Records that provide identification data on a building's mechanical equipment and which are used as an aid in inspection.	Temporary N01-0064-1987-0001 Item 628-3 Destroy when superseded OR obsolete. (N1-64-87-1)
629 Operating Equipment Inspection Files 629-1	Operating Equipment Inspection Files Documents used to record maintenance inspection of storage batteries.	Temporary N01-0064-1987-0001 Item 629-1 Cut off annually. Destroy when 3 years old. (N1-64-87-1)
629 Operating Equipment Inspection Files 629-2	Operating Equipment Inspection Files Other records. Documents created in reporting and certifying inspection of mechanical equipment other than elevators and storage batteries. Included are boiler and unfired vessel inspection reports, chemical inspection reports on boilers, inspection certificates, reports on shutdowns, lubrication schedules and inspection records, sprinkler test reports, fire extinguisher test reports, and related records.	Temporary N01-0064-1987-0001 Item 629-2 Cut off annually. Destroy when 3 years old. (N1-64-87-1)
630 Repair Cards and Notices 630-1	Repair Cards and Notices Cards used by shop employees to identify, account for, and control equipment received for repair.	Temporary N01-0064-1987-0001 Item 630-1 Destroy upon pickup OR return of equipment. (N1-64-87-1)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
630 Repair Cards and Notices 630-2	Repair Cards and Notices Tags used as notification of the conduct of maintenance and repair operations, such as completed danger tags, open valve tags, follow-up forms, and comparable documents.	Temporary N01-0064-1987-0001 Item 630-2 Destroy upon completion of work. (N1-64-87-1)
631 Craft Records 631-1	Craft Records Craft requirement books. Documents accumulated in developing and submitting work force account and staff-hour requirements for tour and watch assignment, maintenance and operation, preventive maintenance, repair and improvement, and service calls. These documents are maintained in looseleaf notebooks.	Temporary N01-0064-1987-0001 Item 631-1 Destroy when superseded OR obsolete. (N1-64-87-1)
631 Craft Records 631-2	Craft Records Tour and watch assignments. Documents reflecting tours of duty and watch assignments for craft personnel, along with descriptions of the required work and the staff time needed for the work to be done.	Temporary N01-0064-1987-0001 Item 631-2 Destroy when superseded OR obsolete. (N1-64-87-1)
631 Craft Records 631-3	Craft Records Craft productive staff-hour summaries. Daily, monthly, or other periodic summaries of productive staff-hours programmed and expended.	Temporary N01-0064-1987-0001 Item 631-3 Cut off annually. Destroy when 2 years old. (N1-64-87-1)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
632 Environmental Condition Operating Records 632	Documents, such as Hygrothermograph Data Sheets, used to record daily operating data relative to heating, air conditioning, and refrigeration systems.	Temporary N01-0064-1987-0001 Item 632 Cut off annually. Destroy when 1 year old. (N1-64-87-1) NOTE: Selected reference copies may be retained for as long as needed to provide a record of operating conditions.
633 Plant Operation Logs 633	Logs used to record equipment operation and condition, action taken, and occurrences during the shift.	Temporary N01-0064-1987-0001 Item 633 Destroy 5 years after log book OR sheet is filled, OR upon disposition of the equipment. (N1-64-87-1)
634 Heating and Air Conditioning Schedules 634	Schedules and other records relating to operating heating and air conditioning plants.	Temporary N01-0064-1987-0001 Item 634 Destroy when superseded OR obsolete. (N1-64-87-1)
635 Water Treatment Files 635-1	Documents accumulated in arranging for or conducting tests and treatment of water used for boilers and other mechanical equipment, EXCLUSIVE of official contract files created as a result of the commercial procurement of such services. Included are questionnaire forms, testing instructions, test results and records, and related records. Testing instructions.	Temporary N01-0064-1987-0001 Item 635-1 Destroy when superseded OR obsolete. (N1-64-87-1) Cut off annually. Destroy when 5 years old. (N1-64-87-1)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
635 Water Treatment Files 635-2	Documents accumulated in arranging for or conducting tests and treatment of water used for boilers and other mechanical equipment, EXCLUSIVE of official contract files created as a result of the commercial procurement of such services. Included are questionnaire forms, testing instructions, test results and records, and related records. Other records.	Temporary N01-0064-1987-0001 Item 635-2 Cut off annually. Destroy when 5 years old. (N1-64-87-1)
636 Vertical Transportation Files 636-1	Documents related to the operation of elevators, escalators, and dumbwaiters. Authorizations to operate elevators.	Temporary N01-0064-1987-0001 Item 636-1 Destroy when superseded OR obsolete. (N1-64-87-1)
636 Vertical Transportation Files 636-2a	Documents related to the operation of elevators, escalators, and dumbwaiters. Traffic survey data, schedules, and related records created in developing, maintaining, and revising schedules for the operation of elevators and escalators. a. Schedules.	Temporary N01-0064-1987-0001 Item 636-2a Destroy when superseded OR obsolete. (N1-64-87-1)
636 Vertical Transportation Files 636-2b	Documents related to the operation of elevators, escalators, and dumbwaiters. Traffic survey data, schedules, and related records created in developing, maintaining, and revising schedules for the operation of elevators and escalators. b. Other records.	Temporary DAA-0064-2015-0003-dup Item 1 Use GRS 5.4 item 010 or File 207 (DAA-0064-2015-0003 item 1).
636 Vertical Transportation Files 636-3a	Documents related to the operation of elevators, escalators, and dumbwaiters. Inspection and maintenance files. a. Certificates of inspection.	Temporary N01-0064-1987-0001 Item 636-3a Destroy when spaces thereon are filled OR when a new form is required due to wear. (N1-64-87-1)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
636 Vertical Transportation Files 636-3b	Documents related to the operation of elevators, escalators, and dumbwaiters. Inspection and maintenance files. b. Acknowledgment of inspection.	Temporary N01-0064-1987-0001 Item 636-3b Destroy upon receipt of next inspection acknowledgment. (N1-64-87-1)
636 Vertical Transportation Files 636-3c	Documents related to the operation of elevators, escalators, and dumbwaiters. Inspection and maintenance files. c. Schedules, reports, and other records.	Temporary DAA-0064-2015-0003-dup Item 1 Use GRS 5.4 item 010 or File 207 (DAA-0064-2015-0003 item 1).
636 Vertical Transportation Files 636-4	Documents related to the operation of elevators, escalators, and dumbwaiters. Data cards used to record identification, location, operation, repair, and alteration data pertinent to each elevator.	Temporary N01-0064-1987-0001 Item 636-4 Destroy upon replacement OR removal of the elevator. (N1-64-87-1)
637 Lighting Files 637	Reports of lighting surveys that did NOT result in preparation of an order for, or installation of, new or altered lighting; logs recording burnouts and replacements; and related records.	Temporary DAA-0064-2015-0003-dup Item 1 Use GRS 5.4 item 010 or File 207 (DAA-0064-2015-0003 item 1).
638 Utility Consumption Records 638	Documents accumulated in recording, analyzing, certifying bills for, and otherwise taking action on matters concerned with the consumption of utility services. Included are copies of bills and certifications; records of utility consumption; submeter readings; demand and cost figures; communications about consumption, service, and meters; and related records. EXCLUDES payment copies of bills.	Temporary DAA-0064-2015-0003-dup Item 1 Use GRS 5.4 item 010 or File 207 (DAA-0064-2015-0003 item 1).

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
639 Key Accountability Files 639-1	Files relating to accountability for keys issued. For areas under maximum security.	Temporary Use GRS_5-6-020
639 Key Accountability Files 639-2	Files relating to accountability for keys issued. For other areas.	Temporary Use GRS_5-6-021
Communications 640 Directory Service Files 640	Correspondence, forms, and other records relating to the compilation of directory listings.	Temporary Use GRS_5-4-010
641 Communication Correspondence, Reports, and Reference Files 641-1	Communication Correspondence, Reports, and Reference Files Correspondence and related records pertaining to internal administration and operation.	Temporary Use GRS_5-5-010 or File 207 (DAA-0064-2015-0003 item 1).
641 Communication Correspondence, Reports, and Reference Files 641-2	Communication Correspondence, Reports, and Reference Files Telecommunications general files, including plans, reports, and other records pertaining to equipment requests, telephone service, and like matters.	Temporary Use GRS_5-5-010 or File 207 (DAA-0064-2015-0003 item 1).

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
641 Communication Correspondence, Reports, and Reference Files 641-3	Communication Correspondence, Reports, and Reference Files Telecommunications statistical reports, including cost and volume data.	Temporary Use GRS_5-5-020 or File 207 (DAA-0064-2015-0003 item 1).
641 Communication Correspondence, Reports, and Reference Files 641-4a	Communication Correspondence, Reports, and Reference Files Telecommunications reference voucher files. a. Reference copies of vouchers, bills, invoices, and related records.	Temporary Use GRS_1-1-011 or File 207 (DAA-0064-2015-0003 item 1).
641 Communication Correspondence, Reports, and Reference Files 641-4b	Communication Correspondence, Reports, and Reference Files Telecommunications reference voucher files. b. Records relating to installation, change, removal, and servicing of equipment.	Temporary Use GRS_5-5-010 or File 207 (DAA-0064-2015-0003 item 1).
641 Communication Correspondence, Reports, and Reference Files 641-5	Communication Correspondence, Reports, and Reference Files Copies of agreements with background data and other records relating to agreements for telecommunications services.	Temporary Use GRS_5-5-010
642 Telecommunications Operational Files 642-1	Telecommunications Operational Files Message registers, logs, performance reports, daily load reports, and similar records.	Temporary Use GRS_5-5-020

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
642 Telecommunications Operational Files 642-2	Telecommunications Operational Files Copies of incoming and original copies of outgoing messages, including SF 14, Telegraphic Message, maintained by communication offices or centers, but EXCLUDING the copies maintained by the originating program office.	Temporary Use GRS_5-5-010
642 Telecommunications Operational Files 642-3	Telecommunications Operational Files Machine copies (hard copies), discs, and tapes of outgoing messages.	Temporary Use GRS_5-5-010
643 Telephone Use (Call Detail) Records 643-1	Telephone Use (Call Detail) Records Initial reports of use of telephone lines (e.g., telephone calls, facsimile transmissions, and electronic mail) during a specified period, as well as records generated from initial reports from administrative, technical, or investigative follow-up. Included is such information as the originating number, destination number, destination city and state, date and time of use, duration of use, and estimated or actual cost of use. EXCLUDED are records accumulated in connection with substantive investigations, audits, or Accountable Officers' Accounts Records.	Temporary Use GRS_5-5-010 or File 207 (DAA-0064-2015-0003 item 1).
643 Telephone Use (Call Detail) Records 643-2	Telephone Use (Call Detail) Records Telephone call data maintained by individual offices to document prior approval for official long distance telephone calls.	Temporary N01-0064-1987-0001 Item 643-2 Destroy after verification of calls that were approved OR made. (N1-64-87-1)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
Security and Protective Services 644 Security and Protective Services Administrative Correspondence Files 644	Correspondence files (NOT covered elsewhere in this chapter of the NARA Records Schedule) relating to administration and operation of facilities' security and protective services programs. NOTE: This item does NOT cover records documenting policies and procedures accumulated in the office having agency-wide responsibility for security and protective services programs. See item 109.	Temporary Use GRS_5-6-010 or File 207 (DAA-0064-2015-0003 item 1).
645 Accident and Fire Prevention Promotion Files 645	Documents accumulated as a result of conducting or participating in contests or other incentive-type activities designed to promote accident and fire prevention programs. Included are notices, activity reports, award notices and reports, and related records.	Temporary N01-0064-1987-0001 Item 645-1 Cut off annually. Destroy when 2 years old. (N1-64-87-1)
646 Survey and Inspection Files 646-1	Survey and Inspection Files Government-owned facilities. Reports of surveys and inspections of Government-owned facilities conducted to ensure adequacy of protective and preventive measures taken against hazards of fire, explosion, and accidents, and to safeguard information and facilities against sabotage and unauthorized entry.	Temporary Use GRS_5-6-080, 081
646 Survey and Inspection Files 646-2	Survey and Inspection Files Privately owned facilities. Reports and related records, including surveys and inspections of privately owned facilities assigned security cognizance by Government agencies.	Temporary Use GRS_5-6-100
647 Investigative Files 647	Investigative files accumulated from investigations of fires, explosions, and accidents. Records consist of: · Copies of reports and related documents when the original reports are submitted for review and filing in other agencies or organizational elements, and · Reports and related papers concerning occurrences of such a minor nature that they are settled locally without referral to other organizational elements.	Temporary Use GRS_5-6-100 or File 207 (DAA-0064-2015-0003 item 1).

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
648 Physical Security Devices Files 648	Documents developed or received pertaining to tangible physical devices in use, or planned or proposed for the protection of Federal real and personal property. EXCLUDED are documents relating to special storage systems for important accessioned and historical records. (See file no. 1442-1.)	Temporary N01-0064-1987-0001 Item 648 Destroy when superseded OR obsolete. (N1-64-87-1)
649 Credentials Files 649-1	Credentials Files Identification credentials including: cards, badges, photographs, and property; visitors' passes; and other identification credentials.	Temporary Use GRS_5-6-120, 130
649 Credentials Files 649-2	Credentials Files Receipts, indices, listings, and accountable records.	Temporary Use GRS_5-6-120, 130
650 Visitor Control Files 650-1	Registers or logs used to record names of outside contractors, service personnel, visitors, and employees admitted to areas; and reports on automobiles and passengers. For areas under maximum security.	Temporary Use GRS_5-6-110
650 Visitor Control Files 650-2	Registers or logs used to record names of outside contractors, service personnel, visitors, and employees admitted to areas; and reports on automobiles and passengers. For other areas.	Temporary Use GRS_5-6-111 or File 207 (DAA-0064-2015-0003 item 1).
651 Property Pass Files 651	Property pass files, authorizing removal of property or materials.	Temporary Use GRS_5-6-040
652 Police Functions Files 652-1	Files relating to exercising of police functions. Ledger records of arrest, cars ticketed, and outside police contacts.	Temporary Use GRS_5-6-100

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
652 Police Functions Files 652-2	Files relating to exercising of police functions. Reports, statements of witnesses, warning notices, and other documents relating to arrests, commitments, and traffic violations.	Temporary Use GRS_5-6-100 or File 207 (DAA-0064-2015-0003 item 1).
652 Police Functions Files 652-3	Files relating to exercising of police functions. Reports on contact of outside police with building occupants.	Temporary Use GRS_5-6-100 or File 207 (DAA-0064-2015-0003 item 1).
653 Lost and Found Files 653-1	Files relating to accountability for personal property lost or stolen. Ledger files.	Temporary Use GRS_5-6-060, 061
653 Lost and Found Files 653-2	Files relating to accountability for personal property lost or stolen. Reports, loss statements, receipts, and other documents relating to lost and found articles.	Temporary Use GRS_5-6-060, 061 or File 207 (DAA-0064-2015-0003 item 1).
Guard Service 654 Special Orders 654	Documents created in issuing special instructions and guidance governing guard action. Included are special orders, standing operating procedures, and related papers.	Temporary N01-0064-1987-0001 Item 654 Destroy when superseded OR obsolete. (N1-64-87-1)
655 Emergency Action Files 655	Copies of drawings, layouts, and similar documents depicting switches, valves, or points that require attention in case of emergencies; and other documents prescribing or controlling action to be taken in emergencies.	Temporary N01-0064-1987-0001 Item 655 Destroy when superseded, obsolete, OR no longer needed. (N1-64-87-1)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
656 Guard Assignment Files 656-1	Files relating to guard assignments and strength. Ledger records.	Temporary Use GRS_5-6-010
656 Guard Assignment Files 656-2	Files relating to guard assignments and strength. Requests, analyses, reports, change notices, and other papers relating to post assignments and strength requirements.	Temporary Use GRS_5-6-010 or File 207 (DAA-0064-2015-0003 item 1).
657 Guard Service Control Files 657-1	Guard Service Control Files Control center key or code records, emergency call cards, and building record and employee identification cards.	Temporary Use GRS_5-6-090
657 Guard Service Control Files 657-2	Guard Service Control Files Round reports, service reports on interruptions and tests, and punch clock dial sheets.	Temporary Use GRS_5-6-090
657 Guard Service Control Files 657-3	Guard Service Control Files Automatic machine patrol charts and registers of patrol and alarm services.	Temporary Use GRS_5-6-090
657 Guard Service Control Files 657-4	Guard Service Control Files Arms distribution sheets, charge records, and receipts.	Temporary Use GRS_5-6-030

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
658 Guard Logs and Registers 658-1	Guards logs and registers NOT covered elsewhere in this chapter of the NARA Records Schedule. Central guard office master logs.	Temporary Use GRS_5-6-110, 111
658 Guard Logs and Registers 658-2	Guards logs and registers NOT covered elsewhere in this chapter of the NARA Records Schedule. Individual guard post logs of occurrences entered in master logs.	Temporary Use GRS_5-6-110, 111
659 Facilities Checks Files 659-1	Files relating to periodic guard force facility checks. Data sheets, door slip summaries, check sheets, and guard reports on security violations (EXCEPT copies filed under item 314, "Security Violations Files").	Temporary Use GRS_5-6-090
659 Facilities Checks Files 659-2	Files relating to periodic guard force facility checks. Reports of routine after-hours security checks that either do NOT reflect security violations OR for which the information contained therein is documented in the Security Violations Files (no. 314).	Temporary Use GRS_5-6-090

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
Access Control Systems 660 Physical Access Control System (PACS) 660-1	Automated system that provides individuals access to areas in NARA facilities (currently Archives II only). PACS contains personally identifiable information (PII) on those individuals authorized to hold passes and their entry and exit through authorized areas with an access card. Profile data. Includes cardholders' PII such as: name, badge number, physical description, and other required PII.	Temporary N01-0064-2008-0006 Item 1 Delete an individual's profile 1 year after individual separates from the agency. (N1-64-08-6, item 1)
660 Physical Access Control System (PACS) 660-2	Automated system that provides individuals access to areas in NARA facilities (currently Archives II only). PACS contains personally identifiable information (PII) on those individuals authorized to hold passes and their entry and exit through authorized areas with an access card. Badging and access control activity data. Records of individuals' entry and exit through authorized areas with an access card.	Temporary N01-0064-2008-0006 Item 2 Cut off semiannually. Delete 6 months after cutoff. (N1-64-08-6, item 2)
660 Physical Access Control System (PACS) 660-3	Automated system that provides individuals access to areas in NARA facilities (currently Archives II only). PACS contains personally identifiable information (PII) on those individuals authorized to hold passes and their entry and exit through authorized areas with an access card. System documentation. Files include manufacturer's operations and technical manuals for installed software and equipment.	Temporary N01-0064-2008-0006 Item 3 Destroy when revised OR superseded. (N1-64-08-6, item 3)
660 Physical Access Control System (PACS) 660-4	Automated system that provides individuals access to areas in NARA facilities (currently Archives II only). PACS contains personally identifiable information (PII) on those individuals authorized to hold passes and their entry and exit through authorized areas with an access card. Disaster recovery backup files.	Temporary N01-0064-2008-0006 Item 4 Delete when 60 days old. (N1-64-08-6, item 4)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
Surveillance Recordings 661 Routine Surveillance Recordings 661	Surveillance video recordings made by an automated system to document activities both inside and outside a federal facility. NOTE: In the event of a security breach or other such incident, the recordings will be copied from the system, retained and used as part of an investigation of the incident. These recordings are entirely electronic.	Temporary DAA-0064-2014-0003 Item 1 Destroy immediately after 30 days. (DAA-0064-2014-0003-0001)
Electronic Copies of Records Contained in this Chapter 699 Word Processing Files and Electronic Mail (E-mail) Records 699-1	Word Processing Files and Electronic Mail (E-mail) Records Word Processing Files. Documents such as letters, memoranda, reports, handbooks, directives, and manuals recorded on electronic media, such as hard disks or floppy diskettes, after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes.	Temporary Use GRS_5-2-020
699 Word Processing Files and Electronic Mail (E-mail) Records 699-2	Word Processing Files and Electronic Mail (E-mail) Records E-mail Records. Senders' and recipients' versions of e-mail messages that meet the definition of Federal records, and any attachments to the record messages after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes.	Temporary Use GRS_6-1-010 & 011, GRS_5-2-020

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
Chapter 7, Travel and Transportation Travel 701 General Travel and Transportation Files 701-1	Correspondence and related records pertaining to agency travel and transportation functions. Includes agency-wide policy and guidance concerning travel, relocation, passports, Government credit card programs, eTravel Service, travel plans, and travel reports. Records maintained by the Accounting Policy and Operations Branch (BCA).	Temporary N01-0064-1987-0001 Item 701-1 Cut off annually. Destroy when 5 years old. (N1-64-87-1)
701 General Travel and Transportation Files 701-2	Correspondence and related records pertaining to agency travel and transportation functions. Includes agency-wide policy and guidance concerning travel, relocation, passports, Government credit card programs, eTravel Service, travel plans, and travel reports. Records maintained by individual offices. Excludes records regarding specific travel (maintained in eTravel system) or shipment activity (see file no. 705).	Temporary Use GRS_5-1-010 or File 207 (DAA-0064-2015-0003 item 1).
702 Passport Controls 702-1	Documents, accumulated by the officially designated custodian, relating to the issuance of official passports and visas for NARA employees. Included are the master register, requests for passports, transmittal letters, copies of covers of passports, receipts, and related records. Master register.	Temporary N01-0064-1987-0001 Item 702-1 Cut off annually. Destroy when 10 years old. (N1-64-87-1)
702 Passport Controls 702-2	Documents, accumulated by the officially designated custodian, relating to the issuance of official passports and visas for NARA employees. Included are the master register, requests for passports, transmittal letters, copies of covers of passports, receipts, and related records. Application files.	Temporary Use GRS_2-2-090
702 Passport Controls 702-3	Documents, accumulated by the officially designated custodian, relating to the issuance of official passports and visas for NARA employees. Included are the master register, requests for passports, transmittal letters, copies of covers of passports, receipts, and related records. Reports to the Department of State concerning the number of official passports issued and related matters.	Temporary Use GRS_2-2-010

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
Shipping 705 Freight Files 705-1	Records relating to freight consisting of Government or commercial bills of lading, shortage and demurrage reports, transit certificates, demurrage care record books, shipping documents pertinent to freight classification, and all supporting documents. All bills of lading, vouchers, and other control documents except records maintained in the Lost or Damaged Shipments Files (705-2). Included are originals and copies covering commercial freight charges of settled fiscal accounts and of those transactions for which the following conditions prevent settling of the account: · Notice of overcharge has been or is expected to be issued, or a rail freight overpayment is involved; · Deduction or collection action has been taken; · Voucher contains inbound transit shipment(s); · Parent voucher has print of paid supplemental bill associated; · Voucher has become involved in litigation; or · Any other condition arises, such as detection of overcharge, that prevents settling of the fiscal account.	Temporary Use GRS_1-1-010
705 Freight Files 705-2	Records relating to freight consisting of Government or commercial bills of lading, shortage and demurrage reports, transit certificates, demurrage care record books, shipping documents pertinent to freight classification, and all supporting documents. Lost or Damaged Shipments Files. Includes schedules of valuables shipped, correspondence, reports, and other records relating to the administration of the Government Losses in Shipment Act.	Temporary Use GRS_5-5-040
Motor Vehicles 706 Motor Vehicle Correspondence Files 706	Correspondence (not otherwise covered in this chapter) maintained in the operating unit responsible for maintenance and operation of motor vehicles.	Temporary Use GRS_5-4-010 or File 207 (DAA-0064-2015-0003 item 1).
707 Motor Vehicle Operating and Maintenance Files 707-1	Motor Vehicle Operating and Maintenance Files Operating records including those relating to gas and oil consumption, dispatching, and scheduling.	Temporary Use GRS_5-4-090 or File 207 (DAA-0064-2015-0003 item 1).
707 Motor Vehicle Operating and Maintenance Files 707-2	Motor Vehicle Operating and Maintenance Files Maintenance records, including those relating to service and repair.	Temporary Use GRS_5-4-090 or File 207 (DAA-0064-2015-0003 item 1).

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
708 Motor Vehicle Cost Files 708	Motor vehicle ledger and worksheets providing cost and expense data.	Temporary Use GRS_5-4-090 or File 207 (DAA-0064-2015-0003 item 1).
709 Motor Vehicle Report Files 709	Reports on motor vehicles (other than accident, operating, and maintenance reports), including SF 82, Agency Report of Motor Vehicle Data.	Temporary Use GRS_5-4-010 or File 207 (DAA-0064-2015-0003 item 1).
710 Motor Vehicle Accidents Files 710	Records relating to motor vehicle accidents maintained by transportation offices, including: SF 91, Motor Vehicle Accident Report; investigative reports; and SF 94, Statement of Witness.	Temporary Use GRS_5-4-140 or File 207 (DAA-0064-2015-0003 item 1).
711 Motor Vehicle Release Files 711	Records relating to transfer, sale, donation, or exchange of vehicles, including SF 97, The United States Government Certificate to Obtain Title to a Motor Vehicle.	Temporary Use GRS_5-4-040
712 Motor Vehicle Operation Files 712	Records relating to individual employees' operations of Government-owned vehicles, including driver tests, authorization to use, safe driving awards, and related correspondence.	Temporary Use GRS_5-4-110

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
Transit Subsidy 713 Public Transit Subsidy Program (PTSP) Records 713	Documents in either paper or electronic form relating to disbursements of transit subsidies to employees. These records may also include: applications of employees no longer in the program, superseded applications, certification logs, vouchers, spreadsheets, and other forms used to document disbursements of subsidies.	Temporary Use GRS_2-4-130, 131 or File 207 (DAA-0064-2015-0003 item 1).
Non-Recordkeeping Copies of Electronic Records Covered in Chapter 7 799 Non-Recordkeeping Copies of Electronic Records Covered in Chapter 7 799	Non-recordkeeping copies of electronic records maintained in email systems, computer hard drives or networks, web servers, or other location after the recordkeeping copy has been copied to a recordkeeping system or otherwise preserved. This includes: · Documents such as letters, memoranda, reports, handbooks, directives, manuals, briefings, or presentations created on office applications, including Portable Document Format (PDF) or its equivalent; · Senders' and recipients' versions of electronic mail messages that meet the definition of Federal records and any related attachments after they have been copied to a recordkeeping system or otherwise preserved; · Electronic spreadsheets; · Digital video or audio files; · Digital maps or architectural drawings; and · Copies of the above electronic records maintained on websites or web servers, but excluding web pages themselves.	Temporary Use GRS_6-1-010 & 011, GRS_5-2-020
Chapter 8, Information Technology (IT) Chief Information Officer (CIO) 801 Chief Information Officer Records 801-1	Chief Information Officer Records All records of the following functions: · Compliance; · Reporting to OMB or elsewhere, as required of the CIO; · CIO Council; · Information Assurance; · System Accreditation; · Audit Response/Resolution; and · Information Technology IT) Governance [i.e., Technical Review Group (TRG)].	Temporary N01-0064-2008-0012 Item 1 Cut off files annually. Destroy/delete 7 years after cutoff. (N1-64-08-12, item 1)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
801 Chief Information Officer Records 801-2	Chief Information Officer Records Enterprise Architecture. Identification of IT systems and networks required to perform NARA's mission, and the transitional processes required to implement comprehensive programs to support that mission. Records may include technical reference models, diagrams, graphics, models, and narratives that describe NARA's baseline architecture, target architecture, and related sequencing plans.	Temporary N01-0064-2008-0012 Item 2 Cut off files annually. Destroy/delete 7 years after cutoff. (N1-64-08-12, item 2)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
IT Policy 802 IT Policy 802	This function pertains to developing and revising internal directives (policy directives, supplements, and interim guidances) in the applicable numbered series of the formal directives system. Also included are records documenting development of and updates to other guidance products (outside the formal directives system) which are posted on the intranet.	Temporary N01-0064-2008-0012 Item 3 Destroy/delete when superseded. (N1-64-08-12, item 3)
Capital Planning 803 Capital Planning 803	Integration of IT investments with NARA-wide strategic planning, budgeting, procurements, and management. Case files, maintained by system, may include: routine and periodic reports on IT capital investments; capital asset plans; business cases for major investments, systems, acquisitions, or operational assets identified in NARA's capital investment portfolio; and clearance and review records.	Temporary N01-0064-2008-0012 Item 4 Destroy/delete 5 years after system is retired. (N1-64-08-12, item 4)
Systems Development 804 Systems Development 804	Management of each IT system development project through its various stages: concept development, requirements gathering, procurement, implementation, system testing, "go-live," and hand-off to production. Case files, maintained by system, may include: · Copies of approved product plan and approvals authorizing the project; · Project plans and other planning documents; · Copies of procurement documents kept for reference during the project and contract management records (official copies are maintained by the Contracting Officer in Acquisitions); · Communications with contractors; · Deliverables as specified by project; · Change control records; and · Closeout records.	Temporary N01-0064-2008-0012 Item 5 Destroy/delete 5 years after system is retired. (N1-64-08-12, item 5)
Infrastructure Operations and Maintenance 806 Network Ownership 806-1	Network Ownership NARANET Planning Documents.	Temporary N01-0064-2008-0012 Item 6 Cut off annually. Destroy/delete when 5 years old. (N1-64-08-12, item 6)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
806 Network Ownership 806-2	Network Ownership Desktop Management/Software Approval.	Temporary N01-0064-2008-0012 Item 7 Cut off annually. Destroy/delete when 5 years old. (N1-64-08-12, item 7)
806 Network Ownership 806-3	Network Ownership PC Baseline Management.	Temporary N01-0064-2008-0012 Item 8 Destroy/delete records related to each specific baseline 5 years after baseline is superseded. (N1-64-08-12, item 8)
807 Network Support 807-1	Network Support All records EXCEPT for those filed under 807-2 and 807-3.	Temporary N01-0064-2008-0012 Item 9 Destroy/delete when particular software, hardware, or network components is/are changed, modified, OR retired. (N1-64-08-12, item 9)
807 Network Support 807-2	Network Support Incident Management (EXCLUDES IT security incidents).	Temporary N01-0064-2008-0012 Item 10 Cut off when incident is resolved. Destroy/delete when 1 year old. (N1-64-08-12, item 10)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
807 Network Support 807-3	Network Support System Test Plans.	Temporary N01-0064-2008-0012 Item 11 Destroy/delete when 3 years old. (N1-64-08-12, item 11)
808 System Backups 808-1	Security backups for NARANET desktop applications created and maintained to restore the system in event of system failure or other unintentional loss of data. Excluded are data copied for purposes other than for emergency system restoration and data copied for specific systems and/or applications which may or may not be accessible through NARANET. Incremental Backups. Daily backups (usually made after close of business) of system transactions made on that day only.	Temporary Use GRS_3-2-040
808 System Backups 808-2	Security backups for NARANET desktop applications created and maintained to restore the system in event of system failure or other unintentional loss of data. Excluded are data copied for purposes other than for emergency system restoration and data copied for specific systems and/or applications which may or may not be accessible through NARANET. Full Backups. Full system backup (usually taken once a week after close of business week) which becomes a copy of the system for that point in time.	Temporary Use GRS_3-2-041
809 IT Asset Management 809-1	IT Asset Management All records EXCEPT for those filed under 809-2 and 809-3.	Temporary Use GRS_3-1-020
809 IT Asset Management 809-2a	IT Asset Management Computer/Electronic Accommodations Program (CAP). Textual records pertaining to requests for assistive technology. May include forms, e-mails, medical documentation, and related records maintained by CAP Administrator. a. Approved Requests.	Temporary N01-0064-2008-0012 Item 15 Cut off at end of fiscal year in which CAP request is approved. Destroy when approved assistive technology item(s) is/are upgraded. (N1-64-08-12, item 15)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
809 IT Asset Management 809-2b	IT Asset Management Computer/Electronic Accommodations Program (CAP). Textual records pertaining to requests for assistive technology. May include forms, e-mails, medical documentation, and related records maintained by CAP Administrator. b. Denied Requests.	Temporary N01-0064-2008-0012 Item 16 Cut off at end of fiscal year in which CAP request is denied. Destroy when no longer needed for administrative OR reference use. (N1-64-08-12, item 16)
809 IT Asset Management 809-3	IT Asset Management CAP electronic tracking system.	Temporary N01-0064-2003-0008 Item 2 Delete data pertaining to a CAP request when data are no longer needed for administrative OR reference use. (N1-64-03-8, item 2)
810 IT Services Performance 810	IT services performance records.	Temporary N01-0064-2008-0012 Item 18 Destroy/delete 1 year after service level agreement, procedures, or measures is/are superseded OR terminated. (N1-64-08-12, item 18)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
811 Help Desk Monitoring 811-1	Help Desk Monitoring All records EXCEPT for those filed under 811-2.	Temporary N01-0064-2008-0012 Item 21 Destroy/delete when no longer needed for review AND analysis. (N1-64-08-12, item 21)
811 Help Desk Monitoring 811-2	Help Desk Monitoring Contractor performance-related monitoring.	Temporary N01-0064-2008-0012 Item 22 Destroy/delete 3 years after agreement, procedures, or measures is/are superseded OR terminated. (N1-64-08-12, item 22)
812 Files Relating to Monitoring System Usage 812-1	Files Relating to Monitoring System Usage For individual systems, at a minimum, the following are included: log-in files, password files, audit trail files, system usage files, and cost-back files used to assess charges for system use.	Temporary Use GRS_3-2-030
813 Telecommunications 813-1	Telecommunications Invoices and billing.	Temporary N01-0064-2008-0012 Item 19a Destroy/delete when 7 years old. (N1-64-08-12, item 19a)
813 Telecommunications 813-2	Telecommunications Repair tickets.	Temporary N01-0064-2008-0012 Item 19 Destroy/delete when 3 years old. (N1-64-08-12, item 19)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
813 Telecommunications 813-3	Telecommunications Site installation files.	Temporary N01-0064-2008-0012 Item 20 Destroy/delete when superseded OR obsolete. (N1-64-08-12, item 20)
814 Acquisitions Support 814-1	Acquisitions Support Acquisitions at or below simplified acquisition threshold.	Temporary N01-0064-2008-0012 Item 23 Cut off on final payment. Destroy/delete when 3 years old. (N1-64-08-12, item 23)
814 Acquisitions Support 814-2	Acquisitions Support Acquisitions above simplified acquisition threshold.	Temporary N01-0064-2008-0012 Item 24 Cut off on final payment. Destroy/delete when 7 years old. (N1-64-08-12, item 24)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
IT Security 817 IT Security 817-1	IT Security User Awareness.	Temporary N01-0064-2008-0012 Item 29 Destroy/delete when no longer needed for legal OR operational purposes. (N1-64-08-12, item 29)
817 IT Security 817-2	IT Security System Certification and Accreditation (C&A).	Temporary N01-0064-2008-0012 Item 28 Overwrite/delete superseded documentation for each system. Annually, identify defunct systems and destroy/delete related documentation for these systems. (N1-64-08-12, item 28)
817 IT Security 817-3	IT Security Intrusion Detection.	Temporary N01-0064-2008-0012 Item 25 Cut off scan reports at end of fiscal year. Destroy/delete 1 year after cutoff. (N1-64-08-12, item 25)
817 IT Security 817-4a	IT Security Incident Response. a. Unclassified Systems.	Temporary N01-0064-2008-0012 Item 26 Cut off at end of fiscal year. Destroy/delete 1 year after cutoff. (N1-64-08-12, item 26)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
817 IT Security 817-4b	IT Security Incident Response. b. Classified Systems.	Temporary N01-0064-2008-0012 Item 27 Cut off at end of fiscal year. Destroy/delete 3 years after cutoff. (N1-64-08-12, item 27)
817 IT Security 817-5	IT Security Security Audit Logs. Extracts of audit logs ("audit trails") pulled from NARANET and NARANET-hosted applications via automated audit analysis tools. Extracts are used to trace users' actions, reconstruct events, detect intrusions, and identify other problems. NOTE: For security audit logs in individual applications, see either file no. 812 or file numbers for specific applications, as appropriate.	Temporary Use GRS_3-2-030

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
System Engineering 820 Systems Engineering 820	Records are maintained by system project.	Temporary N01-0064-2008-0012 Item 32 Destroy/delete 5 years after system OR technology is retired. (N1-64-08-12, item 32)
Data Management 821 Data Management 821-1	Data Management All records EXCEPT for those filed under 821-2.	Temporary N01-0064-2008-0012 Item 30 Destroy/delete when superseded. (N1-64-08-12, item 30)
821 Data Management 821-2	Data Management System-specific data management (files maintained by system).	Temporary N01-0064-2008-0012 Item 31 Destroy/delete 3 TO 5 years after system is retired. (N1-64-08-12, item 31) NOTE: A retention band, although specifying a range of years, actually requires for the organization to select a specific retention period (within the band) for each series and keep the retention period in effect for an entire fiscal year.

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
Forms Management 822 Forms Management 822-1	Forms Management All records EXCEPT for those filed under 822-2.	Temporary N01-0064-2008-0012 Item 36 Destroy/delete when superseded. (N1-64-08-12, item 36)
822 Forms Management 822-2	Forms Management Forms Case Files (maintained by form number).	Temporary Use GRS_4-1-040

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
Information Collections 823 Office of Management and Budget (OMB) Information Collections 823	Office of Management and Budget (OMB) Information Collections	Temporary N01-0064-2008-0012 Item 38 Cut off when approval/renewal period expires. Destroy/delete no SOONER than time of expiration, BUT NO LATER than 3 years after expiration of succeeding renewal period. (N1-64-08-12, item 38)
Information Quality 824 Information Quality 824	Information Quality Files	Temporary N01-0064-2008-0012 Item 39 Cut off at end of fiscal year. Destroy/delete when 3 years old. (N1-64-08-12, item 39)
Web Program 840 NARA Web Function 840-1a	The NARA Web function comprises the designing, implementing, and maintaining of NARA's web sites. These records fall into one broad functional area (Program Operation) and are created in the course of operating NARA's Web Program. Includes, but NOT limited to, files relating to: designing, populating, testing, implementing, and maintaining NARA's web sites (including Presidential libraries' web sites). a. As performed by organizations responsible for web functions.	Temporary N01-0064-2006-0002 Item 841-1a This disposition has been suspended pending approval of a new schedule. [Destroy/delete when 3 to 10 years old. (N1-64-06-2, item 1)]

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
840 NARA Web Function 840-1b	The NARA Web function comprises the designing, implementing, and maintaining of NARA's web sites. These records fall into one broad functional area (Program Operation) and are created in the course of operating NARA's Web Program. Includes, but NOT limited to, files relating to: designing, populating, testing, implementing, and maintaining NARA's web sites (including Presidential libraries' web sites). b. As performed by offices proposing and preparing content for posting.	Temporary N01-0064-2003-0006 Item 1a2 This disposition has been suspended pending approval of a new schedule. [Destroy/delete when no longer needed. (N1-64-03-6, item 1a[2])]
840 NARA Web Function 840-2a	The NARA Web function comprises the designing, implementing, and maintaining of NARA's web sites. These records fall into one broad functional area (Program Operation) and are created in the course of operating NARA's Web Program. Reference Documentation. a. Technical documentation, subject reference files, and demonstration copies of the web site.	Temporary N01-0064-2003-0006 Item 1b1 This disposition has been suspended pending approval of a new schedule. [Destroy/delete when no longer needed for reference. (N1-64-03-6, item 1b[1])]
840 NARA Web Function 840-2b	The NARA Web function comprises the designing, implementing, and maintaining of NARA's web sites. These records fall into one broad functional area (Program Operation) and are created in the course of operating NARA's Web Program. Reference Documentation. b. Version retrieval files.	Temporary N01-0064-2003-0006 Item 1b2 This disposition has been suspended pending approval of a new schedule. [Destroy/delete no later than 60 days after posting. (N1-64-03-6, item 1b[2])]

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
840 NARA Web Function 840-3a	The NARA Web function comprises the designing, implementing, and maintaining of NARA's web sites. These records fall into one broad functional area (Program Operation) and are created in the course of operating NARA's Web Program. Web Server and Search Engine Log Files. Server, search engine, and statistical analysis tools generating automated logs that: · Record data about how users access the web servers, navigate and/or query NARA's web pages, and use the search engine; · Record which scripts are used and how; and/or · Compile other statistics about use. The logs collect the following personal information: · Users' Internet Protocol (IP) addresses; · Uniform Resource Locators (URLs) of pages that lead users to the NARA site; and · Counts of web hits and user sessions, search requests, and systems used by visitors to the web site. a. Raw data pertaining to server logs.	Temporary N01-0064-2003-0006 Item 1c1 This disposition has been suspended pending approval of a new schedule. [Retain 30 days of log data, one tape per day. Cycle tapes by overwriting the oldest data with new data on a daily basis. (N1-64-03-6, item 1c[1])]
840 NARA Web Function 840-3b	The NARA Web function comprises the designing, implementing, and maintaining of NARA's web sites. These records fall into one broad functional area (Program Operation) and are created in the course of operating NARA's Web Program. Web Server and Search Engine Log Files. Server, search engine, and statistical analysis tools generating automated logs that: · Record data about how users access the web servers, navigate and/or query NARA's web pages, and use the search engine; · Record which scripts are used and how; and/or · Compile other statistics about use. The logs collect the following personal information: · Users' Internet Protocol (IP) addresses; · Uniform Resource Locators (URLs) of pages that lead users to the NARA site; and · Counts of web hits and user sessions, search requests, and systems used by visitors to the web site. b. Security audit logs.	Temporary N01-0064-2003-0006 Item 1c2 This disposition has been suspended pending approval of a new schedule. [Create one summary master copy of all raw data pertaining to server logs at the conclusion of each month. Retain for 12 months. Cycle tapes by overwriting the oldest data on "Month 13 tape" with the most recent data. (N1-64-03-6, item 1c[2])]

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
840 NARA Web Function 840-3c	The NARA Web function comprises the designing, implementing, and maintaining of NARA's web sites. These records fall into one broad functional area (Program Operation) and are created in the course of operating NARA's Web Program. Web Server and Search Engine Log Files. Server, search engine, and statistical analysis tools generating automated logs that: · Record data about how users access the web servers, navigate and/or query NARA's web pages, and use the search engine; · Record which scripts are used and how; and/or · Compile other statistics about use. The logs collect the following personal information: · Users' Internet Protocol (IP) addresses; · Uniform Resource Locators (URLs) of pages that lead users to the NARA site; and · Counts of web hits and user sessions, search requests, and systems used by visitors to the web site. c. Search engine log data and aggregated log data imported to statistical database.	Temporary N01-0064-2003-0006 Item 1c3 This disposition has been suspended pending approval of a new schedule. [Hold 3 fiscal years of data. Delete oldest fiscal year files when 4 years old. (N1-64-03-6, item 1c[3])]
841 "Live" Web Sites - Production Environment 841-1	"Live" Web Sites - Production Environment Archives.gov (www.archives.gov) - NARA's main public web site, consisting of content files stored on production mirrored servers. Content files include: written, graphical, video, and/or audio content; style sheets, scripts, and code supporting functionality and delivery of content; and boot sector files residing on production servers.	Temporary N01-0064-2006-0001 Item 1 This disposition has been suspended pending approval of a new schedule. [Overwrite or destroy elements OR entire web site when no longer needed. (N1-64-06-1, item 1)]
841 "Live" Web Sites - Production Environment 841-2	"Live" Web Sites - Production Environment NARA@work (NARA@work) - NARA's intranet web site, consisting of content files stored on production mirrored servers. Content files include: written, graphical, video, and/or audio content; style sheets, scripts, and code supporting functionality and delivery of content; and boot sector files residing on production servers.	Temporary N01-0064-2006-0001 Item 2 This disposition has been suspended pending approval of a new schedule. [Overwrite or destroy elements OR entire web site when no longer needed. (N1-64-06-1, item 2)]

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
841 "Live" Web Sites - Production Environment 841-3	"Live" Web Sites - Production Environment Our Documents (www.ourdocuments.gov) - a public web site providing reference copies of documents for use especially by teachers and students. The project was created in partnership with National History Day and the USA Freedom Corps. Content files include: written, graphical, video, and/or audio content; style sheets, scripts, and code supporting functionality of the web site; and boot sectors residing on production servers.	Temporary N01-0064-2006-0001 Item 3 This disposition has been suspended pending approval of a new schedule. [Overwrite or destroy when no longer needed. (N1-64-06-1, item 3)]
841 "Live" Web Sites - Production Environment 841-4	"Live" Web Sites - Production Environment Guide to the 1930 Census (1930census.archives.gov) - an online portal providing guidance, replicated from other NARA sources, regarding research methods using the 1930 census. This web site does NOT provide copies of NARA holdings. Content files include: written, graphical, video, and/or audio content; style sheets, scripts, and code supporting functionality and delivery of content; and boot sectors (mirrored drives) residing on production mirrored servers.	Temporary N01-0064-2006-0001 Item 4 This disposition has been suspended pending approval of a new schedule. [Overwrite or destroy when no longer needed. (N1-64-06-1, item 4)]
841 "Live" Web Sites - Production Environment 841-5	"Live" Web Sites - Production Environment Emergency Federal Register (www.emergency-federal-register.gov) - a web site with simple interfaces providing contingency public access to the online Federal Register in rare cases of national emergency and as authorized by the President of the United States. The web site consists of content files, code and templates, forms, and instructions supporting posting and viewing of the Federal Register in emergency circumstances.	Temporary N01-0064-2006-0001 Item 5 This disposition has been suspended pending approval of a new schedule. [Overwrite or destroy when no longer needed. (N1-64-06-1, item 5)]

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
Electronic Copies of Records Contained in this Chapter 899 Word Processing Files and E-mail Records 899-1	Word Processing Files and E-mail Records Word Processing Files. Documents such as letters, memoranda, reports, handbooks, directives, and manuals recorded on electronic media, such as hard disks or floppy diskettes, after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes.	Temporary N01-0064-2003-0006 Item 2a Delete from the word processing system when no longer needed for updating or revision. (GRS 5.1 item 020; N1-64-03-5, item 4a; N1-64-03-6, item 2a; and N1-64-03-8, item 3a)
899 Word Processing Files and E-mail Records 899-2	Word Processing Files and E-mail Records E-mail Records. Senders' and recipients' versions of e-mail messages that meet the definition of Federal records, and any attachments to the record messages after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes.	PERMANENT / Temporary N01-0064-2003-0006 Item 2b, GRS 6.1 items 010, 011 Delete from the e-mail system after copying to a recordkeeping system. (GRS 6.1 items 010, 011, GRS 5.1 item 020; N1-64-03-5, item 4b; N1-64-03-6, item 2b; and N1-64-03-8, item 3b) NOTE: Along with the message text, the recordkeeping system must capture the names of sender and recipients and date (transmission data for recordkeeping purposes) and any receipt data when required.

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
Chapter 9, Legislative and Congressional Relations Legislation 901 Annual Legislation Program Files 901	Documents created in submitting, to the Office of Management and Budget (OMB), NARA's proposed legislative program. These files are maintained by the office responsible for tracking NARA's legislative program. Files are arranged chronologically.	Permanent N01-0064-1987-0001 Item 901 PERMANENT. Cut off annually, hold 4 years, and retire to records center. Transfer to NARA in 5-year blocks when 15 years old. (N1-64-87-1)
902 Legislation Case Files 902-1	Case files created in the preparation, processing, and tracking of legislation proposed by or of interest to NARA. Included are drafts of bills, correspondence with OMB and the relevant committees, testimony, committee reports, transcripts of hearings, materials relating to the preparation of hearings, and periodic status reports. These files are maintained by the office responsible for tracking NARA's legislative program. Case files relating to legislation that significantly affects the mission, structure, organization, or policies of NARA. Files are arranged alphabetically by subject and thereunder numerically by bill number.	Permanent N01-0064-1993-0002 Item 3a PERMANENT. Cut off at the end of each Congress. Transfer to NARA in 4-year blocks when 15 years old. (N1-64-93-2, item 3a)
902 Legislation Case Files 902-2	Case files created in the preparation, processing, and tracking of legislation proposed by or of interest to NARA. Included are drafts of bills, correspondence with OMB and the relevant committees, testimony, committee reports, transcripts of hearings, materials relating to the preparation of hearings, and periodic status reports. These files are maintained by the office responsible for tracking NARA's legislative program. Case files relating to legislation that does NOT significantly affect NARA.	Temporary N01-0064-1993-0002 Item 3b Cut off at the end of each Congress. Destroy when 6 years old. (N1-64-93-2, item 3b)
903 Legislation Tracking Files 903	Tracking sheets and reports on the content and status of proposed legislation. Documents are arranged by bill number (e.g., Senate Bill, House Bill, Draft Bill).	Temporary N01-0064-1987-0001 Item 903 Cut off at end of each session. Destroy when 1 year old. (N1-64-87-1)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
904 Office Legislation Files 904	Files accumulated by individual offices in drafting or commenting on proposed legislation.	Temporary N01-0064-1987-0001 Item 904 Cut off at the end of each Congress. Destroy when 2 years old. (N1-64-87-1)
Congressional Communications 905 Testimony 905	Chronological file of testimonies before congressional committees relating to oversight activities, investigations, and confirmation hearings. Included are testimonies, transcripts, and papers on the selection of witnesses to testify before congressional committees. These files are maintained by the office responsible for monitoring NARA's congressional activities. Files are arranged by date of testimony. (EXCLUDED are testimonies relating to specific legislation which are filed under file no. 902-1.)	Permanent N01-0064-1990-0001 Item 905 PERMANENT. Cut off at the end of each Congress (every 2 years) and hold 4 years. Transfer to NARA in 4-year blocks when 4 years old. (N1-64-90-1)
906 Congressional Correspondence 906-1	Congressional Correspondence Copies of incoming and outgoing congressional correspondence of a substantive nature. Inquiries are originated by Members of Congress and pertain to substantive policy issues and program functions (e.g., plans, objectives, or responsibilities). These files are maintained by the office with primary responsibility for controlling this type of congressional correspondence. Files are arranged chronologically.	Permanent N01-0064-1987-0001 Item 906-1 PERMANENT. Cut off annually. Transfer to NARA in 5-year blocks when 15 years old. (N1-64-87-1)
906 Congressional Correspondence 906-2	Congressional Correspondence Copies of incoming and outgoing congressional correspondence of a routine nature. Inquiries are originated by congressmen or constituents concerning requests for reference services, general information about NARA exhibits, etc. These files are maintained by the office with primary responsibility for controlling this type of congressional correspondence.	Temporary N01-0064-1987-0001 Item 906-2 Cut off annually. Destroy when 2 years old. (N1-64-87-1)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
906 Congressional Correspondence 906-3	Congressional Correspondence Record copy of incoming and outgoing correspondence and related background materials maintained by the office responsible for preparing and coordinating the response.	Temporary N01-0064-1987-0001 Item 906-3 File with related functional file. (N1-64-87-1)
907 Congressional Contact Files 907	Reports and memoranda documenting conversations with Members of Congress and their staffs.	Temporary N01-0064-1987-0001 Item 907 Cut off annually. Destroy when 3 years old. (N1-64-87-1)
Electronic Copies of Records Contained in this Chapter 999 Word Processing Files and Electronic Mail (E-mail) Records 999-1	Word Processing Files and Electronic Mail (E-mail) Records Word Processing Files. Documents such as letters, memoranda, reports, handbooks, directives, and manuals recorded on electronic media, such as hard disks or floppy diskettes, after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes.	Temporary Use GRS_5-2-020
999 Word Processing Files and Electronic Mail (E-mail) Records 999-2	Word Processing Files and Electronic Mail (E-mail) Records E-mail Records. Senders' and recipients' versions of e-mail messages that meet the definition of Federal records, and any attachments to the record messages after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes.	Temporary Use GRS_6-1-010 & 011, GRS_5-2-020

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
Chapter 10, Public Information Public Relations 1001 Speech Files 1001-1	Speechess, addresses, and comments. Remarks made at formal ceremonies and during interviews by the Archivist and Deputy Archivist, or by persons officially designated (asked by the Archivist or Deputy Archivist) to represent them, concerning NARA programs. The speeches and addresses may be presented to executives of other Federal agencies, representatives of State and local governments, or private groups, such as college and university students, business associations, and cultural news media commentators. The format selected may be paper, audio or videotape, or motion picture film. Record copy maintained by the Office of the Archivist.	Permanent N01-0064-1987-0001 Item 1001-1 For disposition instructions, see file no. 108.
1001 Speech Files 1001-2	Speechess, addresses, and comments. Remarks made at formal ceremonies and during interviews by the Archivist and Deputy Archivist, or by persons officially designated (asked by the Archivist or Deputy Archivist) to represent them, concerning NARA programs. The speeches and addresses may be presented to executives of other Federal agencies, representatives of State and local governments, or private groups, such as college and university students, business associations, and cultural news media commentators. The format selected may be paper, audio or videotape, or motion picture film. Other copies.	Temporary N01-0064-1987-0001 Item 1001-2 Destroy when no longer needed for reference. (N1-64-87-1)
1002 News Releases 1002-1a	Records created by the releasing offices coordinating with and disseminating information to any public communications media. Included are drafts, clearance actions, copies of the formal news releases or radio spots, and related records. Record copies of news releases or radio spots. a. Textual records arranged chronologically by date of event.	Permanent N01-0064-1987-0001 Item 1002-1a This disposition has been suspended pending approval of a new schedule. [PERMANENT. Cut off annually. Hold 5 years and retire to records center. Transfer to NARA in 5-year blocks when 20 years old. (N1-64-87-1)]

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1002 News Releases 1002-1b	Records created by the releasing offices coordinating with and disseminating information to any public communications media. Included are drafts, clearance actions, copies of the formal news releases or radio spots, and related records. Record copies of news releases or radio spots. b. Audiovisual records. Original and one dubbing of each audio tape used for radio or TV spots.	Permanent N01-0064-1987-0001 Item 1002-1b This disposition has been suspended pending approval of a new schedule. [PERMANENT. Transfer to NARA when 5 years old. (N1-64-87-1)]
1002 News Releases 1002-2	Records created by the releasing offices coordinating with and disseminating information to any public communications media. Included are drafts, clearance actions, copies of the formal news releases or radio spots, and related records. Other copies.	Temporary N01-0064-1987-0001 Item 1002-2 Destroy when no longer needed for reference purposes. (N1-64-87-1)
1002 News Releases 1002-3	Records created by the releasing offices coordinating with and disseminating information to any public communications media. Included are drafts, clearance actions, copies of the formal news releases or radio spots, and related records. Other records.	Temporary N01-0064-1987-0001 Item 1002-3 Cut off annually. Destroy when 3 years old. (N1-64-87-1)
1003 Press Clippings 1003	Press clippings from magazines and newspapers pertaining to NARA and its holdings. Included are copies and originals of press clippings and related records. Arranged chronologically.	Permanent N01-0064-1987-0001 Item 1003 This disposition has been suspended pending approval of a new schedule. [PERMANENT. Cut off annually. Transfer to NARA in 5-year blocks when 20 years old. (N1-64-87-1)]

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1004 Biographies 1004-1	Biographical sketches, photographs, and related documents concerning leading NARA personalities and non-NARA personalities of significance to NARA. Record set maintained by the Congressional Affairs and Communications Staff (NCON). Arranged by person's name.	Permanent N01-0064-1987-0001 Item 1004-1 This disposition has been suspended pending approval of a new schedule. [PERMANENT. Place in inactive file when superseded or obsolete. Transfer to NARA in 5-year blocks when 20 years old. (N1-64-87-1)]
1004 Biographies 1004-2	Biographical sketches, photographs, and related documents concerning leading NARA personalities and non-NARA personalities of significance to NARA. All other copies.	Temporary N01-0064-1987-0001 Item 1004-2 Destroy when no longer needed. (N1-64-87-1)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
Publications 1005 NARA Publications 1005-1	Records accumulated in editing, printing, and publishing NARA publications, including books, microfilm publications, archival and records management guides, General Information Leaflets, special lists, handbooks, booklets, brochures, Calendar of Events, and periodic publications such as Prologue. These publications may be in hard copy or electronic form. (Maintenance and disposition instructions for regulations, directives, speeches, news releases, and posters are described elsewhere in the NARA Records Schedule.) Record copy of each publication.	Permanent N01-0064-2002-0006 Item 122-1 This disposition has been suspended pending approval of a new schedule. [PERMANENT. Transfer 2 copies of each publication to NARA immediately upon publication. Consult the NARA Records Officer for specific transfer procedures. Electronic publications must be transferred in a format and on a medium acceptable to NARA at the time of transfer. (N1-64-02-6, item 122-1)]
1005 NARA Publications 1005-2	Records accumulated in editing, printing, and publishing NARA publications, including books, microfilm publications, archival and records management guides, General Information Leaflets, special lists, handbooks, booklets, brochures, Calendar of Events, and periodic publications such as Prologue. These publications may be in hard copy or electronic form. (Maintenance and disposition instructions for regulations, directives, speeches, news releases, and posters are described elsewhere in the NARA Records Schedule.) Copy of each publication maintained for reference use.	Non-Record N01-0064-1987-0001 Item 122-2 Immediately after publication, originating office must send 2 copies of the publication to the Archives Library Information Center.

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1005 NARA Publications 1005-3	Records accumulated in editing, printing, and publishing NARA publications, including books, microfilm publications, archival and records management guides, General Information Leaflets, special lists, handbooks, booklets, brochures, Calendar of Events, and periodic publications such as Prologue. These publications may be in hard copy or electronic form. (Maintenance and disposition instructions for regulations, directives, speeches, news releases, and posters are described elsewhere in the NARA Records Schedule.) Printers' galleys, graphics, working papers, copies of publications, and related records.	Temporary N01-0064-1987-0001 Item 122-3 Place in inactive file after publication has been printed. Cut off inactive file annually. Destroy when 2 years old. (N1-64-87-1)
1005 NARA Publications 1005-4	Records accumulated in editing, printing, and publishing NARA publications, including books, microfilm publications, archival and records management guides, General Information Leaflets, special lists, handbooks, booklets, brochures, Calendar of Events, and periodic publications such as Prologue. These publications may be in hard copy or electronic form. (Maintenance and disposition instructions for regulations, directives, speeches, news releases, and posters are described elsewhere in the NARA Records Schedule.) Photographs, negatives, and prints used in publications, EXCLUDING original photography in file no. 1027.	Temporary N01-0064-1987-0001 Item 122-4 Destroy when superseded or obsolete. (N1-64-87-1)
1006 Freelance Editorial Vendors File 1006-1	Documents relating to freelance editorial vendor services, including indexing. Invoices, log of current budgetary balance, mailing lists, and related records.	Temporary N01-0064-1987-0001 Item 123-1 Cut off annually. Destroy when 2 years old. (N1-64-87-1)
1006 Freelance Editorial Vendors File 1006-2	Documents relating to freelance editorial vendor services, including indexing. Resumes, examples of work, and evaluations.	Temporary N01-0064-1987-0001 Item 123-2 Destroy when superseded or obsolete. (N1-64-87-1)
1007 Employee Newsletters 1007-1	Documents accumulated in editing, publishing, and distributing NARA employee newsletters. Included are record copies of each publication, notes, editorial materials, and related records. Record copies of each newsletter maintained by the office originating the publication. Arranged by name of publication and chronologically thereunder.	Permanent N01-0064-2002-0006-dup Item 1-inst For disposition instructions, see file no. 1005-1, "Record copy of each [NARA] publication."

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1007 Employee Newsletters 1007-2	Documents accumulated in editing, publishing, and distributing NARA employee newsletters. Included are record copies of each publication, notes, editorial materials, and related records. Background materials.	Temporary N01-0064-1987-0001 Item 124-2 Cut off after publication of each newsletter. Destroy when 1 year old. (N1-64-87-1)
Freedom of Information Act (FOIA) Administration for Operational Records 1009 FOIA Requests Files 1009-1a	Files created in response to requests for information under the FOIA, consisting of the original request, a copy of the reply, and all related supporting files which may include the official file copy of the requested records or copies thereof. For FOIA requests for accessioned records, see file no. 1422, "FOIA and Mandatory Review Request Files." Correspondence and supporting documents (EXCLUDING the official file copy of the records requested if filed herein). See file no. 1010 for FOIA appeals files. a. Granting access to all of the requested records.	Temporary Use GRS_4-2-020
1009 FOIA Requests Files 1009-1b	Files created in response to requests for information under the FOIA, consisting of the original request, a copy of the reply, and all related supporting files which may include the official file copy of the requested records or copies thereof. For FOIA requests for accessioned records, see file no. 1422, "FOIA and Mandatory Review Request Files." Correspondence and supporting documents (EXCLUDING the official file copy of the records requested if filed herein). See file no. 1010 for FOIA appeals files. b. Responding to: requests for nonexistent records, requesters who provide inadequate descriptions, and those who fail to pay NARA reproduction fees.	Temporary Use GRS_4-2-020
1009 FOIA Requests Files 1009-1c	Files created in response to requests for information under the FOIA, consisting of the original request, a copy of the reply, and all related supporting files which may include the official file copy of the requested records or copies thereof. For FOIA requests for accessioned records, see file no. 1422, "FOIA and Mandatory Review Request Files." Correspondence and supporting documents (EXCLUDING the official file copy of the records requested if filed herein). See file no. 1010 for FOIA appeals files. c. Denying access to all or part of the records requested.	Temporary Use GRS_4-2-020
1009 FOIA Requests Files 1009-2	Files created in response to requests for information under the FOIA, consisting of the original request, a copy of the reply, and all related supporting files which may include the official file copy of the requested records or copies thereof. For FOIA requests for accessioned records, see file no. 1422, "FOIA and Mandatory Review Request Files." Official file copy of requested records.	Temporary Use GRS_4-2-020

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1010 FOIA Appeals Files 1010-1	Files, created in responding to administrative appeals under the FOIA for release of information denied by NARA, consisting of the appellant's letter, a copy of the reply thereto, and related supporting documents, which may include the official file copy of records under appeal or copy thereof. Correspondence and supporting documents (EXCLUDING the file copy of the records under appeal if filed herein).	Temporary Use GRS_4-2-020
1010 FOIA Appeals Files 1010-2	Files, created in responding to administrative appeals under the FOIA for release of information denied by NARA, consisting of the appellant's letter, a copy of the reply thereto, and related supporting documents, which may include the official file copy of records under appeal or copy thereof. Official file copy of records under appeal.	Temporary Use GRS_4-2-020
1011 FOIA Control Files 1011-1	Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature, and purpose of request, and name and address of requester. Registers or listing.	Temporary Use GRS_4-2-040
1011 FOIA Control Files 1011-2	Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature, and purpose of request, and name and address of requester. Other files.	Temporary Use GRS_4-2-040
1012 FOIA Reports Files 1012-1	Recurring reports and one-time information requirements relating to NARA implementation of the FOIA, including annual reports to Congress. NARA's annual report.	Temporary Use GRS_4-2-070
1012 FOIA Reports Files 1012-2	Recurring reports and one-time information requirements relating to NARA implementation of the FOIA, including annual reports to Congress. Feeder and other reports.	Temporary Use GRS_4-2-070
1013 FOIA Administrative Files 1013-1	FOIA Administrative Files Records relating to general NARA implementation of the FOIA, including notices, memoranda, routine correspondence, and related records.	Temporary Use GRS_4-2-001

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1013 FOIA Administrative Files 1013-2	FOIA Administrative Files NARA FOIA Indexes and Check Lists. Bibliographies, check lists, and indexes of NARA publications and releases, EXCLUDING those relating to record sets scheduled as permanent.	Temporary Use GRS_4-2-040, GRS_6-4-030
Privacy Act Administration for Operational Records 1014 Privacy Act Requests Files 1014-1a	Files created in response to requests from individuals to gain access to their records or to any information in the records pertaining to them, as provided for under 5 U.S.C. 552a(d)(1). Files contain original request, copy of reply thereto, and all related supporting documents, which may include the official file copy of the records requested or copy thereof. Correspondence and supporting documents (EXCLUDING the official file copy of the records requested if filed herein). a. Granting access to all of the requested records.	Temporary Use GRS_4-2-020
1014 Privacy Act Requests Files 1014-1b1	Files created in response to requests from individuals to gain access to their records or to any information in the records pertaining to them, as provided for under 5 U.S.C. 552a(d)(1). Files contain original request, copy of reply thereto, and all related supporting documents, which may include the official file copy of the records requested or copy thereof. Correspondence and supporting documents (EXCLUDING the official file copy of the records requested if filed herein). b. Responding to: requests for nonexistent records, requesters who provide inadequate descriptions, and those who fail to pay agency reproduction fees. (1) Requests NOT appealed.	Temporary Use GRS_4-2-020
1014 Privacy Act Requests Files 1014-1b2	Files created in response to requests from individuals to gain access to their records or to any information in the records pertaining to them, as provided for under 5 U.S.C. 552a(d)(1). Files contain original request, copy of reply thereto, and all related supporting documents, which may include the official file copy of the records requested or copy thereof. Correspondence and supporting documents (EXCLUDING the official file copy of the records requested if filed herein). b. Responding to: requests for nonexistent records, requesters who provide inadequate descriptions, and those who fail to pay agency reproduction fees. (2) Requests appealed.	Temporary Use GRS_4-2-020
1014 Privacy Act Requests Files 1014-1c1	Files created in response to requests from individuals to gain access to their records or to any information in the records pertaining to them, as provided for under 5 U.S.C. 552a(d)(1). Files contain original request, copy of reply thereto, and all related supporting documents, which may include the official file copy of the records requested or copy thereof. Correspondence and supporting documents (EXCLUDING the official file copy of the records requested if filed herein). c. Denying access to all or part of the records requested. (1) Requests NOT appealed.	Temporary Use GRS_4-2-020

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1014 Privacy Act Requests Files 1014-1c2	Files created in response to requests from individuals to gain access to their records or to any information in the records pertaining to them, as provided for under 5 U.S.C. 552a(d)(1). Files contain original request, copy of reply thereto, and all related supporting documents, which may include the official file copy of the records requested or copy thereof. Correspondence and supporting documents (EXCLUDING the official file copy of the records requested if filed herein). c. Denying access to all or part of the records requested. (2) Requests appealed.	Temporary Use GRS_4-2-020
1014 Privacy Act Requests Files 1014-2	Files created in response to requests from individuals to gain access to their records or to any information in the records pertaining to them, as provided for under 5 U.S.C. 552a(d)(1). Files contain original request, copy of reply thereto, and all related supporting documents, which may include the official file copy of the records requested or copy thereof. Official file copy of requested records.	Temporary Use GRS_4-2-020
1015 Privacy Act Amendment Case Files 1015-1	Files relating to: · An individual's request to amend a record pertaining to the individual, as provided for under 5 U.S.C. 552a(d)(2); · The individual's request for a review of NARA's refusal of the individual's request to amend a record, as provided for under 552a(d)(3); and · Any civil action brought by the individual against NARA (as "refusing agency"), as provided under 5 U.S.C. 552a(g). Requests to amend agreed to by NARA. Includes individual's requests to amend, copies of NARA's replies thereto, and related materials.	Temporary Use GRS_4-2-090
1015 Privacy Act Amendment Case Files 1015-2	Files relating to: · An individual's request to amend a record pertaining to the individual, as provided for under 5 U.S.C. 552a(d)(2); · The individual's request for a review of NARA's refusal of the individual's request to amend a record, as provided for under 552a(d)(3); and · Any civil action brought by the individual against NARA (as "refusing agency"), as provided under 5 U.S.C. 552a(g). Requests to amend refused by NARA. Includes individual's requests to amend and/or to review NARA refusal to amend, copies of NARA's replies thereto, statement of disagreement, NARA justification for refusal to amend a record, and related materials.	Temporary Use GRS_4-2-090
1015 Privacy Act Amendment Case Files 1015-3	Files relating to: · An individual's request to amend a record pertaining to the individual, as provided for under 5 U.S.C. 552a(d)(2); · The individual's request for a review of NARA's refusal of the individual's request to amend a record, as provided for under 552a(d)(3); and · Any civil action brought by the individual against NARA (as "refusing agency"), as provided under 5 U.S.C. 552a(g). Appealed requests to amend. Includes all files created in responding to appeals under the Privacy Act for refusal by NARA to amend a record.	Temporary Use GRS_4-2-090

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1016 Privacy Act Accounting of Disclosure Files 1016	Files maintained under the provisions of 5 U.S.C. 552a(c) for an accurate accounting of the date, nature, and purpose of each disclosure of a record to any person or another agency, including forms showing the subject individual's name, requester's name and address, purpose and date of disclosure, and proof of subject individual's consent when applicable.	Temporary Use GRS_4-2-050
1017 Privacy Act Control Files 1017-1	Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature of request, and name and address of requester. Register or listings.	Temporary Use GRS_4-2-040
1017 Privacy Act Control Files 1017-2	Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature of request, and name and address of requester. Other files.	Temporary Use GRS_4-2-040
1018 Privacy Act Reports Files 1018-1	Recurring reports and one-time information requirement relating to NARA implementation, including biennial reports to the Office of Management and Budget, and the Report on New Systems at all levels. NARA's annual report.	Temporary Use GRS_4-2-070
1018 Privacy Act Reports Files 1018-2	Recurring reports and one-time information requirement relating to NARA implementation, including biennial reports to the Office of Management and Budget, and the Report on New Systems at all levels. Other reports.	Temporary Use GRS_4-2-070
1019 Privacy Act General Administrative Files 1019	Records relating to general NARA implementation of the Privacy Act, including notices, memoranda, routine correspondence, and related records.	Temporary Use GRS_4-2-001

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1020 Erroneous Release Files 1020-1	Files relating to the inadvertent release of privileged information to unauthorized parties, containing information the disclosure of which would constitute an unwarranted invasion of personal privacy. Files contain requests for information, copies of replies thereto, and all related supporting documents, and may include the official copy of records requested or copies thereof. Files that include the official file copy of the released records.	Temporary Use GRS_4-2-060
1020 Erroneous Release Files 1020-2	Files relating to the inadvertent release of privileged information to unauthorized parties, containing information the disclosure of which would constitute an unwarranted invasion of personal privacy. Files contain requests for information, copies of replies thereto, and all related supporting documents, and may include the official copy of records requested or copies thereof. Files that do NOT include the official file copy of the released records.	Temporary Use GRS_4-2-061
Information Services 1021 Information Project Files 1021	Information service project case files maintained in formally designated information offices.	Temporary Use GRS_6-4-030
1022 Information Request Files 1022	Requests for information and copies of replies thereto, involving no administrative actions, no policy decisions, and no special compilations or research and requests for and transmittals of publications, photographs, and other informational literature.	Temporary Use GRS_4-2-010 or File 207 (DAA-0064-2015-0003 item 1).
1023 Acknowledgement File 1023	Acknowledgement and transmittals of inquiries and requests that have been referred elsewhere for reply.	Temporary Use GRS_4-2-010

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
Audiovisuals 1027 Still Photography 1027-2	For each type of photographic print, negative, and slide designated as permanent, the specific record components required by 36 CFR 1228.184 are listed below. Black-and-white photographs: An original negative and a captioned print, or the caption information can be maintained in another file such as a database if the photo file number is clearly correlated. Color photography: The original color negative, color transparency, or color slide; a captioned print of the original color negative and/or captioning information as described above for an original color transparency or slide; and a duplicate negative, slide, or transparency if one exists. Slide sets: The original and a reference set and related audio recordings and script. Filmstrips: The original and a reference set. NOTE: See file no. 1029 for disposition of finding aids, production files, or similar files (related documentation). Photographs of routine award ceremonies, social events (e.g., retirement parties), and activities NOT related to the mission of the agency.	Temporary Use GRS_6-4-050
1027 Still Photography 1027-4	For each type of photographic print, negative, and slide designated as permanent, the specific record components required by 36 CFR 1228.184 are listed below. Black-and-white photographs: An original negative and a captioned print, or the caption information can be maintained in another file such as a database if the photo file number is clearly correlated. Color photography: The original color negative, color transparency, or color slide; a captioned print of the original color negative and/or captioning information as described above for an original color transparency or slide; and a duplicate negative, slide, or transparency if one exists. Slide sets: The original and a reference set and related audio recordings and script. Filmstrips: The original and a reference set. NOTE: See file no. 1029 for disposition of finding aids, production files, or similar files (related documentation). Passport photographs.	Temporary Use GRS_2-2-090; GRS_5-6-120, 130
1027 Still Photography 1027-5	For each type of photographic print, negative, and slide designated as permanent, the specific record components required by 36 CFR 1228.184 are listed below. Black-and-white photographs: An original negative and a captioned print, or the caption information can be maintained in another file such as a database if the photo file number is clearly correlated. Color photography: The original color negative, color transparency, or color slide; a captioned print of the original color negative and/or captioning information as described above for an original color transparency or slide; and a duplicate negative, slide, or transparency if one exists. Slide sets: The original and a reference set and related audio recordings and script. Filmstrips: The original and a reference set. NOTE: See file no. 1029 for disposition of finding aids, production files, or similar files (related documentation). Internal personnel and administrative training filmstrips and slides of programs that do NOT reflect NARA's mission.	Temporary Use GRS_2-6-010
1027 Still Photography 1027-6	For each type of photographic print, negative, and slide designated as permanent, the specific record components required by 36 CFR 1228.184 are listed below. Black-and-white photographs: An original negative and a captioned print, or the caption information can be maintained in another file such as a database if the photo file number is clearly correlated. Color photography: The original color negative, color transparency, or color slide; a captioned print of the original color negative and/or captioning information as described above for an original color transparency or slide; and a duplicate negative, slide, or transparency if one exists. Slide sets: The original and a reference set and related audio recordings and script. Filmstrips: The original and a reference set. NOTE: See file no. 1029 for disposition of finding aids, production files, or similar files (related documentation). Duplicate photographs and negatives. (Nonrecord).	Temporary Non-Record Item Non-Record Destroy when no longer needed.

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1028 Motion Pictures, Sound Recordings, Videotapes, and other Audiovisual Records 1028-2	Motion picture films, sound recordings, videotapes, and equivalent or related records created or produced by NARA or acquired from outside sources. For each type of audiovisual record designated as permanent, the specific record components required by 36 CFR 1228.184 are listed below. Motion pictures: NARA-sponsored films for distribution (informational films): The original negative or color original plus separate optical sound track; an intermediate master positive or duplicate negative plus optical sound track; and a sound projection print. Films made for internal use (program films): The original negative or color original plus sound, and a projection print. Acquired films: Two projection prints. Unedited footage, out takes, and trims, showing unrehearsed historical events or historically significant phenomena: The original negative or color original and a work print, properly arranged, labeled, and described. Sound recordings: The original tape or earliest available generation of the recording, and a subsequent generation copy for reference. Compact discs: The origination recording (regardless of form) and two compact discs. Video recordings: Videotape: The original or earliest generation videotape and a reference copy. Industrial-quality or professional videotapes shall be used as originals (e.g., BetaCam). Reference copies can be on VHS. Videodisc: The pre-master videotape used to manufacture the disc and two copies of the disc. (For videodiscs that run on interactive software and nonstandard equipment, contact the NARA Records Officer at the time of transfer. Certain formats may NOT be acceptable for transfer to NARA.) NOTE: See file no. 1029 for disposition of finding aids, production files, or similar files (related documentation). All other copies.	Temporary N01-0064-1996-0002 Item 9b Destroy when no longer needed for current agency business. (N1-64-96-2, item 9b)
1028 Motion Pictures, Sound Recordings, Videotapes, and other Audiovisual Records 1028-3	Motion picture films, sound recordings, videotapes, and equivalent or related records created or produced by NARA or acquired from outside sources. For each type of audiovisual record designated as permanent, the specific record components required by 36 CFR 1228.184 are listed below. Motion pictures: NARA-sponsored films for distribution (informational films): The original negative or color original plus separate optical sound track; an intermediate master positive or duplicate negative plus optical sound track; and a sound projection print. Films made for internal use (program films): The original negative or color original plus sound, and a projection print. Acquired films: Two projection prints. Unedited footage, out takes, and trims, showing unrehearsed historical events or historically significant phenomena: The original negative or color original and a work print, properly arranged, labeled, and described. Sound recordings: The original tape or earliest available generation of the recording, and a subsequent generation copy for reference. Compact discs: The origination recording (regardless of form) and two compact discs. Video recordings: Videotape: The original or earliest generation videotape and a reference copy. Industrial-quality or professional videotapes shall be used as originals (e.g., BetaCam). Reference copies can be on VHS. Videodisc: The pre-master videotape used to manufacture the disc and two copies of the disc. (For videodiscs that run on interactive software and nonstandard equipment, contact the NARA Records Officer at the time of transfer. Certain formats may NOT be acceptable for transfer to NARA.) NOTE: See file no. 1029 for disposition of finding aids, production files, or similar files (related documentation). Items acquired from outside sources for personnel and management training.	Temporary Use GRS_2-6-010

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1028 Motion Pictures, Sound Recordings, Videotapes, and other Audiovisual Records 1028-4	Motion picture films, sound recordings, videotapes, and equivalent or related records created or produced by NARA or acquired from outside sources. For each type of audiovisual record designated as permanent, the specific record components required by 36 CFR 1228.184 are listed below. Motion pictures: NARA-sponsored films for distribution (informational films): The original negative or color original plus separate optical sound track; an intermediate master positive or duplicate negative plus optical sound track; and a sound projection print. Films made for internal use (program films): The original negative or color original plus sound, and a projection print. Acquired films: Two projection prints. Unedited footage, out takes, and trims, showing unrehearsed historical events or historically significant phenomena: The original negative or color original and a work print, properly arranged, labeled, and described. Sound recordings: The original tape or earliest available generation of the recording, and a subsequent generation copy for reference. Compact discs: The origination recording (regardless of form) and two compact discs. Video recordings: Videotape: The original or earliest generation videotape and a reference copy. Industrial-quality or professional videotapes shall be used as originals (e.g., BetaCam). Reference copies can be on VHS. Videodisc: The pre-master videotape used to manufacture the disc and two copies of the disc. (For videodiscs that run on interactive software and nonstandard equipment, contact the NARA Records Officer at the time of transfer. Certain formats may NOT be acceptable for transfer to NARA.) NOTE: See file no. 1029 for disposition of finding aids, production files, or similar files (related documentation). Internal personnel and administrative training programs that do NOT reflect the mission of the agency. These include "role-play" sessions, management and supervisory instruction, etc.)	Temporary Use GRS_2-6-010
1028 Motion Pictures, Sound Recordings, Videotapes, and other Audiovisual Records 1028-5	Motion picture films, sound recordings, videotapes, and equivalent or related records created or produced by NARA or acquired from outside sources. For each type of audiovisual record designated as permanent, the specific record components required by 36 CFR 1228.184 are listed below. Motion pictures: NARA-sponsored films for distribution (informational films): The original negative or color original plus separate optical sound track; an intermediate master positive or duplicate negative plus optical sound track; and a sound projection print. Films made for internal use (program films): The original negative or color original plus sound, and a projection print. Acquired films: Two projection prints. Unedited footage, out takes, and trims, showing unrehearsed historical events or historically significant phenomena: The original negative or color original and a work print, properly arranged, labeled, and described. Sound recordings: The original tape or earliest available generation of the recording, and a subsequent generation copy for reference. Compact discs: The origination recording (regardless of form) and two compact discs. Video recordings: Videotape: The original or earliest generation videotape and a reference copy. Industrial-quality or professional videotapes shall be used as originals (e.g., BetaCam). Reference copies can be on VHS. Videodisc: The pre-master videotape used to manufacture the disc and two copies of the disc. (For videodiscs that run on interactive software and nonstandard equipment, contact the NARA Records Officer at the time of transfer. Certain formats may NOT be acceptable for transfer to NARA.) NOTE: See file no. 1029 for disposition of finding aids, production files, or similar files (related documentation). Recordings that document routine meetings and award presentations.	Temporary Use GRS_6-4-050

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1028 Motion Pictures, Sound Recordings, Videotapes, and other Audiovisual Records 1028-6	Motion picture films, sound recordings, videotapes, and equivalent or related records created or produced by NARA or acquired from outside sources. For each type of audiovisual record designated as permanent, the specific record components required by 36 CFR 1228.184 are listed below. Motion pictures: NARA-sponsored films for distribution (informational films): The original negative or color original plus separate optical sound track; an intermediate master positive or duplicate negative plus optical sound track; and a sound projection print. Films made for internal use (program films): The original negative or color original plus sound, and a projection print. Acquired films: Two projection prints. Unedited footage, out takes, and trims, showing unrehearsed historical events or historically significant phenomena: The original negative or color original and a work print, properly arranged, labeled, and described. Sound recordings: The original tape or earliest available generation of the recording, and a subsequent generation copy for reference. Compact discs: The origination recording (regardless of form) and two compact discs. Video recordings: Videotape: The original or earliest generation videotape and a reference copy. Industrial-quality or professional videotapes shall be used as originals (e.g., BetaCam). Reference copies can be on VHS. Videodisc: The pre-master videotape used to manufacture the disc and two copies of the disc. (For videodiscs that run on interactive software and nonstandard equipment, contact the NARA Records Officer at the time of transfer. Certain formats may NOT be acceptable for transfer to NARA.) NOTE: See file no. 1029 for disposition of finding aids, production files, or similar files (related documentation). Duplicate dubbings and pre-mix elements.	Temporary Use GRS_5-2-020
1029 Related Documentation for Audiovisual Records 1029-2a	Related Documentation for Audiovisual Records Temporary records - related documentation. Covers finding aids and production documentation (if any) for photography, motion pictures, sound recordings, videotapes, and other audiovisual records. See file nos. 1027 and 1028 for the actual records. a. Finding aids for identification, retrieval, or use of temporary audiovisual records.	Temporary Use GRS_4-1-010
1029 Related Documentation for Audiovisual Records 1029-2b	Related Documentation for Audiovisual Records Temporary records - related documentation. Covers finding aids and production documentation (if any) for photography, motion pictures, sound recordings, videotapes, and other audiovisual records. See file nos. 1027 and 1028 for the actual records. b. Production files or similar files that document origin, development, acquisition, use, and ownership of temporary audiovisual records.	Temporary Use GRS_6-4-050
1030 Posters 1030	Posters created by NARA for distribution Government-wide or to the public.	Permanent N01-0064-1990-0001 Item 130 PERMANENT. Transfer 2 copies to NARA upon publication. (N1-64-90-1)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
Electronic Copies of Records Contained in this Chapter 1099 Word Processing Files and Electronic Mail (E-mail) Records 1099-1	Word Processing Files and Electronic Mail (E-mail) Records Word Processing Files. Documents such as letters, memoranda, reports, handbooks, directives, and manuals recorded on electronic media, such as hard disks or floppy diskettes, after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes.	Temporary Use GRS_5-2-020
1099 Word Processing Files and Electronic Mail (E-mail) Records 1099-2	Word Processing Files and Electronic Mail (E-mail) Records E-mail Records. Senders' and recipients' versions of e-mail messages that meet the definition of Federal records, and any attachments to the record messages after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes.	Temporary Use GRS_6-1-010 & 011, GRS_5-2-020

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
Chapter 11, NARA Legal Function Program Direction 1101 Program Direction 1101	Includes, but NOT limited to, records created by the following functions: budget development, performance reporting, and management controls.	Temporary N01-0064-2005-0001 Item 1 Cut off annually. Destroy when 6 years old. (N1-64-05-1, item 1)
Legal Program Operation 1103 General Legal Advice 1103-1a	General Legal Advice a. Files for precedential cases.	Permanent N01-0064-2005-0001 Item 3a PERMANENT. Cut off annually following close of case. Transfer to NARA when 15 years old. (N1-64-05-1, item 3a)
1103 General Legal Advice 1103-1b	General Legal Advice b. Files for all other cases.	Temporary N01-0064-2005-0001 Item 3b Cut off annually following close of case. Destroy when 15 years old. (N1-64-05-1, item 3b)
1103 General Legal Advice 1103-1c	General Legal Advice c. Documents of short term interest which have NO documentary or evidential value.	Temporary Use GRS_4-2-010; GRS_5-2-010

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1103 General Legal Advice 1103-2a1	General Legal Advice Litigation a. General and replevin case files. (1) Significant cases (those that draw media attention, are precedential, or have a major impact on how NARA does business).	Permanent N01-0064-2005-0001 Item 4a1 PERMANENT. Cut off case file at conclusion of case or matter. Transfer to NARA when 15 years old. (N1-64-05-1, item 4a[1])
1103 General Legal Advice 1103-2a2	General Legal Advice Litigation a. General and replevin case files. (2) All other.	Temporary N01-0064-2005-0001 Item 4a2 Cut off case file at conclusion of case or matter. Destroy when 15 years old. (N1-64-05-1, item 4a[2])
1103 General Legal Advice 1103-2b	General Legal Advice Litigation b. All other activities (equal employment opportunity [EEO], torts, subpoenas, procurement bid protests).	Temporary N01-0064-2005-0001 Item 4b Cut off annually. Destroy when 6 years old. (N1-64-05-1, item 4b)
1103 General Legal Advice 1103-3a	General Legal Advice Presidential Records a. Files dealing with policy, advice, special access, and disposal.	Permanent N01-0064-2005-0001 Item 5a PERMANENT. Cut off annually. Transfer to NARA when 15 years old. (N1-64-05-1, item 5a)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1103 General Legal Advice 1103-3b	General Legal Advice Presidential Records b. Reference.	Temporary N01-0064-2005-0001 Item 5b Destroy when no longer needed for reference. (N1-64-05-1, item 5b)
1103 General Legal Advice 1103-4a	General Legal Advice Ethics (Advice and operations) a. Operations.	Temporary N01-0064-2005-0001 Item 6a Cut off annually. Destroy when 6 years old. (N1-64-05-1, item 6a)
1103 General Legal Advice 1103-4b	General Legal Advice Ethics (Advice and operations) b. Reference.	Temporary N01-0064-2005-0001 Item 6b Destroy when no longer needed for reference. (N1-64-05-1, item 6b)
1103 General Legal Advice 1103-5a	General Legal Advice ADR a. Operations.	Temporary N01-0064-2005-0001 Item 7a Cut off annually. Destroy when 6 years old. (N1-64-05-1, item 7a)
1103 General Legal Advice 1103-5b	General Legal Advice ADR b. Policy/Reference.	Temporary N01-0064-2005-0001 Item 7b Destroy when no longer needed for reference. (N1-64-05-1, item 7b)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1103 General Legal Advice 1103-6a	General Legal Advice FOIA/Privacy (Advice and operations) a. Operations.	Temporary N01-0064-2005-0001 Item 8a Cut off annually. Destroy when 15 years old. (N1-64-05-1, item 8a)
1103 General Legal Advice 1103-6b	General Legal Advice FOIA/Privacy (Advice and operations) b. Reference.	Temporary N01-0064-2005-0001 Item 8b Destroy when no longer needed for reference. (N1-64-05-1, item 8b)
1103 General Legal Advice 1103-7a	General Legal Advice Garnishment Actions a. Case files.	Temporary Use GRS_2-4-010
1103 General Legal Advice 1103-7b	General Legal Advice Garnishment Actions b. Garnishment Actions Database. Database for managing actions for garnishments of wages.eference.	Temporary DAA-0064-2010-0005 Item 5 Cut off at the end of the fiscal year in which case is closed. Destroy 3 year(s) after cut off. (DAA-0064-2010-0005-0005)
1103 General Legal Advice 1103-8	General Legal Advice Web Content Development	Temporary N01-0064-2005-0001 Item 9 See file no. 840-1b. (Destroy/delete when no longer needed.)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1103 General Legal Advice 1103-9	General Legal Advice Transitory Files	Temporary Use GRS_4-2-010; GRS_5-2-010
Electronic Copies of Records Contained in this Chapter 1199 Word Processing Files and Electronic Mail (E-mail) Records 1199-1	Word Processing Files and Electronic Mail (E-mail) Records Word Processing Files. Documents such as letters, memoranda, reports, handbooks, directives, and manuals recorded on electronic media, such as hard disks or floppy diskettes, after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes.	Temporary N01-0064-2002-0005 Item 4a Delete from the word processing system when no longer needed for updating or revision. (GRS 5.1 item 020 and N1-64-02-5, item 4a)
1199 Word Processing Files and Electronic Mail (E-mail) Records 1199-2	Word Processing Files and Electronic Mail (E-mail) Records E-mail Records. Senders' and recipients' versions of e-mail messages that meet the definition of Federal records, and any attachments to the record messages after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes.	PERMANENT / Temporary N01-0064-2002-0005 Item 4b, GRS 6.1 itmes 010, 011 Delete from the e-mail system after copying to a recordkeeping system. (GRS 6.1 items 010, 011, GRS 5.1 item 020 and N1-64-02-5, item 4b) NOTE: Along with the message text, the recordkeeping system must capture the names of sender and recipients and date (transmission data for recordkeeping purposes) and any receipt data when required.

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
Chapter 12, Audits and Investigations Audits 1201 Final Audit Reports 1201	Audit reports examine agency performance, describe strengths and weaknesses, and provide recommendations to management for improvement of identified weaknesses and deficiencies. Final audit reports are issued to the agency, contractor, or grantee. Audit working papers are records of audit evidence and are used to provide assurance that audits were performed in accordance with relevant auditing standards. Various versions of audit reports (draft to final) and audit working papers are created and stored in an Audit Management System. Other records within the Office of Inspector General's (OIG) Office of Audits include, but are not limited to: audit administration subject files, audit manuals/guidance, audit schedules, audit report chronological files, and audit summaries.	Temporary DAA-0064-2016-0011 Item 1 Cut off annually after completion of final report. Destroy 8 years after cutoff. (DAA-0064-2016-0011-0001)
1202 Audit Resolution Files Maintained by OIG. 1202	Audit resolution files (also referred to as audit follow-up files) are documents created and submitted to the OIG by the audited entity to ensure adequate implementation of report recommendations and to test the effectiveness of corrective actions taken by management. Included are action plans, timelines, follow-up progress reports, comments, and related documents.	Temporary DAA-0064-2016-0011 Item 2 Cut off at end of fiscal year in which follow-up actions on report recommendations are completed. Destroy 8 years after cutoff. (DAA-0064-2016-0011-0002)
1207 Audit Resolution Case Files Maintained by Other Offices 1207-1	Case files used for tracking progress on internal audits, audits on contractors, and Government Accountability Office (GAO) audits. Included are notices of intent to audit, copies of documents furnished to auditors, copies of tentative findings and recommendations, advance notice of major findings, reports of major findings, copies of draft and final reports, follow-up progress reports, comments, and related documents. Files maintained by NARA Audit Resolution Official.	Temporary N01-0064-1987-0001 Item 1207-1 Cut off at the end of the fiscal year in which follow-up actions on report recommendations are completed. Hold 3 years and retire to records center. Destroy when 8 years old. (N1-64-87-1)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1207 Audit Resolution Case Files Maintained by Other Offices 1207-2	Case files used for tracking progress on internal audits, audits on contractors, and Government Accountability Office (GAO) audits. Included are notices of intent to audit, copies of documents furnished to auditors, copies of tentative findings and recommendations, advance notice of major findings, reports of major findings, copies of draft and final reports, follow-up progress reports, comments, and related documents. Files maintained by designated central point of contact for a major office and by the audited unit.	Temporary N01-0064-1987-0001 Item 1207-2 Cut off at the end of the fiscal year in which follow-up actions on report recommendations are completed. Destroy when 3 years old. (N1-64-87-1)
Investigations 1208 Investigative Case Files 1208-1	NARA OIG information is developed during investigations of reported fraud, abuse, and irregularities and violations of laws and regulations. Numbered investigative case files (derived upon a determination of OIG information) relate to programs and operations administered or financed by NARA, and to agency personnel, contractors, and other persons having a relationship with NARA. Investigative files may be in any format and consist of memorandums of interview or other activity, reports of investigation, and related documents, such as correspondence, notes, attachments, and working papers. Electronic files reside in the Archives Investigative Management System (AIMS) which contains current information on investigations, as well as important legacy data from Case Management and Tracking System (CMTS) Version 1.1. Closed complaint, referral, preliminary and other numbered investigative case files.	Temporary DAA-0064-2016-0006 Item 3 Cut off at end of fiscal year in which case is closed. Destroy 10 years after cutoff. (DAA-0064-2016-0006-0003)
1208 Investigative Case Files 1208-2	NARA OIG information is developed during investigations of reported fraud, abuse, and irregularities and violations of laws and regulations. Numbered investigative case files (derived upon a determination of OIG information) relate to programs and operations administered or financed by NARA, and to agency personnel, contractors, and other persons having a relationship with NARA. Investigative files may be in any format and consist of memorandums of interview or other activity, reports of investigation, and related documents, such as correspondence, notes, attachments, and working papers. Electronic files reside in the Archives Investigative Management System (AIMS) which contains current information on investigations, as well as important legacy data from Case Management and Tracking System (CMTS) Version 1.1. Historically significant numbered investigative case files. The OIG will select historically significant cases based on any of the following criteria. A case may have: 1. Had serious finding(s) or resulted in criminal prosecution against senior NARA officials (GS-15 or higher); 2. Attracted national media or Congressional attention/inquiries; and/or; 3. Set precedent or resulted in substantive changes in or had direct impact on NARA policies and/or procedures.	Permanent DAA-0064-2016-0006 Item 1 PERMANENT. Cut off at end of fiscal year in which case is closed. Transfer to NARA in 5-year blocks 15 years after cutoff. (DAA-0064-2016-0006-0001)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1208 Investigative Case Files 1208-3	NARA OIG information is developed during investigations of reported fraud, abuse, and irregularities and violations of laws and regulations. Numbered investigative case files (derived upon a determination of OIG information) relate to programs and operations administered or financed by NARA, and to agency personnel, contractors, and other persons having a relationship with NARA. Investigative files may be in any format and consist of memorandums of interview or other activity, reports of investigation, and related documents, such as correspondence, notes, attachments, and working papers. Electronic files reside in the Archives Investigative Management System (AIMS) which contains current information on investigations, as well as important legacy data from Case Management and Tracking System (CMTS) Version 1.1. All other closed numbered investigative case files.	Temporary DAA-0064-2016-0006 Item 2 Cut off at end of fiscal year in which case is closed. Destroy 10 years after cutoff. (DAA-0064-2016-0006-0002)
1209 Investigation Training Records, and Policies, Office Memorandums, and Business Records 1209-1	Investigation Training Records, and Policies, Office Memorandums, and Business Records Investigation Training Records. Files maintained as a result of firearms training, periodic certifications, or other law enforcement training.	Temporary DAA-0064-2016-0006 Item 4 Cut off at end of fiscal year. Destroy 5 years after date of training or when no longer needed for operational purposes, whichever is later. (DAA-0064-2016-0006-0004)
1209 Investigation Training Records, and Policies, Office Memorandums, and Business Records 1209-2	Investigation Training Records, and Policies, Office Memorandums, and Business Records Policies, Office Memorandums, Directives, and Business Records.	Temporary DAA-0064-2016-0006 Item 5 Cut off at end of fiscal year. Destroy when superseded, cancelled, or discontinued. (DAA-0064-2016-0006-0005)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
Semiannual Reports to Congress 1210 Semiannual Report to Congress Files 1210-1	Reports prepared by the OIG and submitted to Congress and working papers. The reports summarize OIG activities for the six-month periods ending March 31 and September 30. Record copy.	Permanent N01-0064-1990-0001 Item 1210-1 PERMANENT. Transfer to NARA in 10-year blocks when 10 years old. (N1-064-90-1)
1210 Semiannual Report to Congress Files 1210-2	Reports prepared by the OIG and submitted to Congress and working papers. The reports summarize OIG activities for the six-month periods ending March 31 and September 30. Other copies.	Temporary N01-0064-1990-0001 Item 1210-2 Destroy when 5 years old or when no longer needed, whichever is sooner. (N1-64-90-1)
1210 Semiannual Report to Congress Files 1210-3	Reports prepared by the OIG and submitted to Congress and working papers. The reports summarize OIG activities for the six-month periods ending March 31 and September 30. Working papers.	Temporary N01-0064-1990-0001 Item 1210-3 Destroy when 5 years old or when no longer needed, whichever is sooner. (N1-64-90-1)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
Electronic Copies of Records Contained in this Chapter 1299 Word Processing Files and Electronic Mail (E-mail) Records 1299-1	Word Processing Files and Electronic Mail (E-mail) Records Word Processing Files. Documents such as letters, memoranda, reports, handbooks, directives, and manuals recorded on electronic media, such as hard disks or floppy diskettes, after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes.	Temporary N01-0064-2000-0004 Item 3a Delete from the word processing system when no longer needed for updating or revision. (GRS 5.1 item 020 and N1-64-00-4, item 3a)
1299 Word Processing Files and Electronic Mail (E-mail) Records 1299-2	Word Processing Files and Electronic Mail (E-mail) Records E-mail Records. Senders' and recipients' versions of e-mail messages that meet the definition of Federal records, and any attachments to the record messages after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes.	PERMANENT / Temporary N01-0064-2000-0004 Item 3b, GRS 6.1 items 010, 011 Delete from the e-mail system after copying to a recordkeeping system. (GRS 6.1 items 010, 011, GRS 5.1 item 020 and N1-64-00-4, item 3b) NOTE: Along with the message text, the recordkeeping system must capture the names of sender and recipients and date (transmission data for recordkeeping purposes) and any receipt data when required.

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
Chapter 13, Federal Agencies and Records Agency Records Management 1301 Records Administration Program Subject Files 1301-1a	Correspondence and related records documenting program's policies, procedures, and standards, including adequacy of documentation, agency program evaluations, audiovisual records, electronic records, files maintenance, records disposition, and vital records. Records maintained by the Office of the Chief Records Officer (AC). a. Agency correspondence files consisting of correspondence with or about specific agencies. Arranged by name of agency.	Temporary N01-0064-1991-0001 Item 1a Cut off annually. Destroy when 5 years old. (N1-64-91-1)
1301 Records Administration Program Subject Files 1301-1b	Correspondence and related records documenting program's policies, procedures, and standards, including adequacy of documentation, agency program evaluations, audiovisual records, electronic records, files maintenance, records disposition, and vital records. Records maintained by the Office of the Chief Records Officer (AC). b. General subject files consisting of correspondence, reports, and other records relating to all aspects of records administration, including records disposition policies and procedures, NARA-sponsored training, files maintenance, agency program evaluations, and similar matters. Arranged alphabetically by subject.	Permanent N01-0064-1991-0001 Item 1b PERMANENT. Cut off annually. Transfer to NARA in 5-year blocks when 10 years old. (N1-64-91-1)
1301 Records Administration Program Subject Files 1301-1c	Correspondence and related records documenting program's policies, procedures, and standards, including adequacy of documentation, agency program evaluations, audiovisual records, electronic records, files maintenance, records disposition, and vital records. Records maintained by the Office of the Chief Records Officer (AC). c. Records documenting assistance projects conducted by the Office of the Chief Records Officer. Files may include, but are not limited to: Memorandums of Understanding (MOUs), project-based reports and customer satisfaction surveys, correspondence with the agency and other NARA units concerning the project, and other project documentation.	Temporary DAA-0064-2016-0017 Item 1 Cut off closed projects at end of fiscal year. Destroy 10 years after cutoff. (DAA-0064-2016-0017-0001)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1301 Records Administration Program Subject Files 1301-2	Correspondence and related records documenting program's policies, procedures, and standards, including adequacy of documentation, agency program evaluations, audiovisual records, electronic records, files maintenance, records disposition, and vital records. Records maintained by other offices.	Temporary N01-0064-1987-0001 Item 1301-3 Destroy when no longer needed for current operations. (N1-64-87-1)
1302 Agency Evaluation Files 1302-1	Correspondence, reports, agency action plans, and other records relating to NARA evaluations or inspections of Federal records management programs. Final draft reports, agency comments, final reports, agency action plans, and final correspondence on implementation of NARA recommendations. Maintained by AC. Arranged alphabetically by name of agency.	Permanent N01-0064-1987-0001 Item 1302-1 PERMANENT. Cut off at the end of the fiscal year in which case file is closed. Transfer to NARA in 5-year blocks when 10 years old. (N1-64-87-1)
1302 Agency Evaluation Files 1302-2	Correspondence, reports, agency action plans, and other records relating to NARA evaluations or inspections of Federal records management programs. Other records maintained by AC.	Temporary N01-0064-1987-0001 Item 1302-2 Destroy when related records are transferred to NARA OR when no longer needed, whichever is SOONER. (N1-64-87-1)
1302 Agency Evaluation Files 1302-3	Correspondence, reports, agency action plans, and other records relating to NARA evaluations or inspections of Federal records management programs. Records maintained by the Office of Regional Records Services (NR) headquarters.	Temporary N01-0064-1987-0001 Item 1302-3 Destroy when 5 years old. (N1-64-87-1)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1303 Agency Records Center Case Files 1303	Correspondence, reports, and other records pertaining to records centers operated by or for a Federal agency.	Temporary N01-0064-1987-0001 Item 1303 Cut off when records center is no longer in operation. Place case file in inactive file. Destroy when 3 years old. (N1-64-87-1)
1305 Records Management Training Program 1305-1	Records created, received, and maintained in the course of running NARA's Records Management Training Program. NARA offers records management training to Federal employees and contractors. Correspondence, notices, applications, attendance records, billing documents, and administrative forms pertaining to records management workshops, conferences, and training courses.	Temporary DAA-0064-2010-0006 Item 5 Cut off annually. Destroy 3 years after cutoff. (DAA-0064-2010-0006-0005)
1305 Records Management Training Program 1305-2	Records created, received, and maintained in the course of running NARA's Records Management Training Program. NARA offers records management training to Federal employees and contractors. Training materials, including course outlines, handouts, and reference files in all formats.	Temporary DAA-0064-2016-0010 Item 1 Destroy when superseded or obsolete. (DAA-0064-2016-0010-0001)
1305 Records Management Training Program 1305-3	Records created, received, and maintained in the course of running NARA's Records Management Training Program. NARA offers records management training to Federal employees and contractors. Records Management Student Records. Student records include: transcripts, training certificate records, and lists of certified graduates. Files include data pertaining to students' completion of individual courses and tests, and NARA's Federal records management certification program.	Temporary DAA-0064-2016-0010 Item 2 Cut off textual records at end of fiscal year. Transfer textual records to a Federal Records Center 5 years after cutoff. Destroy all records when 35 years old. (DAA-0064-2016-0010-0002)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1306 Case Files on Archival Records in Agency Custody 1306-1a1	Records maintained to monitor the status of archival record series NOT yet accessioned by NW or NR. Arranged alphabetically by name of agency and thereunder by record series. Retained Records Database. Electronic database describing identified series of unscheduled or permanent records over 30 years old which are maintained by the originating or successor agency. Information about the series includes location, schedule authority, media and contents of records, and efforts by NARA units to secure transfer of the records to NARA. a. Inputs in electronic or paper form. (1) Inputs received by the Lifecycle Management Division (NWML) from other NARA units.	Temporary N01-0064-1993-0003 Item 1-1306-1a1 Destroy upon verification of input. (N1-64-93-3)
1306 Case Files on Archival Records in Agency Custody 1306-1a2	Records maintained to monitor the status of archival record series NOT yet accessioned by NW or NR. Arranged alphabetically by name of agency and thereunder by record series. Retained Records Database. Electronic database describing identified series of unscheduled or permanent records over 30 years old which are maintained by the originating or successor agency. Information about the series includes location, schedule authority, media and contents of records, and efforts by NARA units to secure transfer of the records to NARA. a. Inputs in electronic or paper form. (2) Inputs maintained by other units.	Temporary N01-0064-1993-0003 Item 1-1306-1a2 Destroy when no longer needed. (N1-64-93-3)
1306 Case Files on Archival Records in Agency Custody 1306-1b	Records maintained to monitor the status of archival record series NOT yet accessioned by NW or NR. Arranged alphabetically by name of agency and thereunder by record series. Retained Records Database. Electronic database describing identified series of unscheduled or permanent records over 30 years old which are maintained by the originating or successor agency. Information about the series includes location, schedule authority, media and contents of records, and efforts by NARA units to secure transfer of the records to NARA. b. Master files.	Temporary N01-0064-1993-0003 Item 1-1306-1b Cut off when transfer has been secured, records destroyed, or all efforts to secure transfer have been dropped. Transfer to inactive master file regularly and cut off annually. Destroy when 5 years old OR when no longer needed, whichever is LATER. (N1-64-93-3)
1306 Case Files on Archival Records in Agency Custody 1306-1c1	Records maintained to monitor the status of archival record series NOT yet accessioned by NW or NR. Arranged alphabetically by name of agency and thereunder by record series. Retained Records Database. Electronic database describing identified series of unscheduled or permanent records over 30 years old which are maintained by the originating or successor agency. Information about the series includes location, schedule authority, media and contents of records, and efforts by NARA units to secure transfer of the records to NARA. c. Outputs. (1) Statistical, Tabular, and Narrative Reports.	Temporary N01-0064-1993-0003 Item 1-1306-1c1 Destroy when no longer needed. (N1-64-93-3)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1306 Case Files on Archival Records in Agency Custody 1306-1c2	Records maintained to monitor the status of archival record series NOT yet accessioned by NW or NR. Arranged alphabetically by name of agency and thereunder by record series. Retained Records Database. Electronic database describing identified series of unscheduled or permanent records over 30 years old which are maintained by the originating or successor agency. Information about the series includes location, schedule authority, media and contents of records, and efforts by NARA units to secure transfer of the records to NARA. c. Outputs. (2) Individual Report of Transferred Series (transferring unit).	Permanent N01-0064-1993-0003 Item 1-1306-1c2 Merge with file no. 1405-1, "Records Accession Files: Accession Dossiers," when records are received in custodial unit. (N1-64-93-3)
1306 Case Files on Archival Records in Agency Custody 1306-2	Records maintained to monitor the status of archival record series NOT yet accessioned by NW or NR. Arranged alphabetically by name of agency and thereunder by record series. Records maintained by custodial units.	Permanent N01-0064-1990-0001 Item 1306-2 Merge with file no. 1405-1 when first portion of the record series is accessioned. (N1-64-90-1)
Appraisal and Disposition 1307 Appraisal Job Control Register 1307	Appraisal Job Control Register Registers maintained by NWML to record and identify requests for internal and external disposition authorities and offers of unscheduled records. Each entry includes name of agency, job number, number of items, date received, date signed by the Archivist, and date closed. Arranged by record group number.	Permanent N01-0064-1987-0001 Item 1307 PERMANENT. Cut off annually. Transfer to NARA in 10-year blocks when 10 years old. (N1-64-87-1)
1308 Appraisal Job Control Tracking System Files 1308-1	Flexible magnetic disks containing information used in tracking the status of records disposition requests (SF 115s) and offers of records to NARA (SF 258s) from date of registration to date of completion of the job. Files include date of registration, job number, number of items, appraiser's name, date of last action, action code, and NARA units sent for action. Files are updated monthly and data on closed jobs are transferred to an annual history file. Forms used to furnish input data.	Temporary Use GRS_5-2-020

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1308 Appraisal Job Control Tracking System Files 1308-2	Flexible magnetic disks containing information used in tracking the status of records disposition requests (SF 115s) and offers of records to NARA (SF 258s) from date of registration to date of completion of the job. Files include date of registration, job number, number of items, appraiser's name, date of last action, action code, and NARA units sent for action. Files are updated monthly and data on closed jobs are transferred to an annual history file. Annual history file.	Temporary N01-0064-1987-0001 Item 1308-2 Cut off annually. Destroy when 2 years old OR SOONER if no longer needed for reference. (N1-64-87-1)
1309 Records Disposition Case Files 1309-1a	Requests for Records Disposition Authority (SF 115s), appraisal reports, endorsement sheets, public comments, and other records relating to internal and external dispositions. External disposition records maintained in AC. Arranged by record group number. a. Paper copy.	Permanent N01-0064-1987-0001 Item 1309-1 PERMANENT. Cut off when 2 years old. Transfer to records center after microfilming. Transfer to NARA 10 years after cutoff in 2-year blocks. (N1-64-87-1)
1309 Records Disposition Case Files 1309-1b	Requests for Records Disposition Authority (SF 115s), appraisal reports, endorsement sheets, public comments, and other records relating to internal and external dispositions. External disposition records maintained in AC. Arranged by record group number. b. Microfilm.	Temporary N01-0064-1990-0001 Item 1309-1b Destroy when no longer needed for reference. (N1-64-90-1)
1309 Records Disposition Case Files 1309-2	Requests for Records Disposition Authority (SF 115s), appraisal reports, endorsement sheets, public comments, and other records relating to internal and external dispositions. Internal disposition records maintained in AC. Arranged by record group number.	Permanent N01-0064-1987-0001 Item 1309-2 PERMANENT. Cut off every 5 years. Transfer to NARA in 5-year blocks when 5 years old. (N1-64-87-1)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1309 Records Disposition Case Files 1309-3	Requests for Records Disposition Authority (SF 115s), appraisal reports, endorsement sheets, public comments, and other records relating to internal and external dispositions. Other copies (including those in custodial units).	Temporary N01-0064-1987-0001 Item 1309-3 Destroy when no longer needed for reference. (N1-64-87-1)
1310 Rejected or Canceled Offers of Records 1310-1	Rejected or Canceled Offers of Records Agreements to Transfer Records to the National Archives of the United States (SF 258s), appraisal reports, endorsement sheets, and related correspondence accumulated by NWML regarding rejected or canceled offers of Federal records to NW and NR. Arranged by year and thereunder by record group number.	Permanent N01-0064-1987-0001 Item 1310-1 PERMANENT. Cut off annually. Transfer to NARA in 10-year blocks when 10 years old. (N1-64-87-1)
1310 Rejected or Canceled Offers of Records 1310-2	Rejected or Canceled Offers of Records Copies maintained by custodial units.	Temporary DAA-0064-2015-0003-dup Item 1 Use file 207, "Routine Administrative (Non-Mission) Records Common to All Offices." (DAA-0064-2015-0003-0001)
1311 Federal Register Disposition Documentation Case Files 1311-1	Federal Register Disposition Documentation Case Files Federal Register Notice Publication Files. Correspondence, copies of notices, copies of SF 115s, and other records accumulated in publishing notices of records dispositions in the Federal Register.	Temporary N01-0064-1987-0001 Item 1311 COFF after commenting period stated in the Federal RegIster. Destroy when 1 year old. (N1-64-87-1)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1311 Federal Register Disposition Documentation Case Files 1311-2	Federal Register Disposition Documentation Case Files Federal Register Notice Comments File. Requests from the public for copies of SF 115s, comments received via correspondence and e-mail, and copies of NARA's responses to requests and comments.	Temporary N01-0064-2000-0009 Item 2b Cut off after commenting period stated in the Federal Register. Destroy when 5 years old. (N1-64-00-9, item 2b) NOTE: File copies of requests, comments, and NARA's responses in the appropriate Records Disposition Case File under item 1309.
Administration of Records Centers 1313 Records Centers Program Subject Files 1313	Correspondence, reports, and other related records maintained by NR headquarters relating to the policies, procedures, and general administration of the NARA FRC Program. Arranged alphabetically by subject.	Temporary N01-0064-1987-0001 Item 1313 Cut off annually. Place documents of continuing value in the next year's file. Destroy when 10 years old. (N1-64-87-1)
1314 Agency/Records Center Agreement Files 1314-1	Correspondence, copies of agreements, and related records pertaining to reimbursable and non-reimbursable agreements between NARA and Federal agencies. Included are agreements for early retirement of records and/or special reference services, agreements relating to military and civilian personnel and health records, and similar agreements. Records that are maintained by NR headquarters relating to national agreements.	Temporary N01-0064-1987-0001 Item 1314-1 Cut off after agreement is terminated. Destroy when 3 years old. (N1-64-87-1)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1314 Agency/Records Center Agreement Files 1314-2	Correspondence, copies of agreements, and related records pertaining to reimbursable and non-reimbursable agreements between NARA and Federal agencies. Included are agreements for early retirement of records and/or special reference services, agreements relating to military and civilian personnel and health records, and similar agreements. Records relating to local agreements.	Temporary N01-0064-2008-0010-dup Item 16 Follow disposition instructions for file no. 1343-2, "Program Operation: Records Center Services - Reference/Records Services/Internal Operations."
1315 Records Center Reports and Correspondence 1315	Major activities and accomplishment reports, monthly narrative reports, unscheduled records project reports, performance analysis reports, statistical summaries, space and equipment reports, similar reports, and related correspondence. Records are maintained by NR headquarters. (See items 1317 and 1326 for automated output reports.) Major activities and accomplishment reports, monthly narrative reports, unscheduled records project reports, performance analysis reports, statistical summaries, space and equipment reports, similar reports, and related correspondence. Records are maintained by NR headquarters. (See item 1326 for automated output reports.)	Temporary N01-0064-1987-0001 Item 1315-1 Destroy when 7 years old OR when no longer needed, whichever is SOONER. (N1-64-87-1)
1318 Records Center Inspection Files 1318	Correspondence, reports, and other records relating to NR's inspections of records centers. Records are maintained by NR headquarters.	Temporary N01-0064-1987-0001 Item 1318-1 Cut off annually. Destroy when 10 years old. (N1-64-87-1)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
Accessioning 1322 Accession and Disposal Exception Files 1322-1	Case files maintained by NR headquarters pertaining to authorization and implementation of exceptions to normal accessioning and disposition practices in NARA FRCs. Freeze Files (arranged alphabetically by freeze code).	Temporary N01-0064-1987-0001 Item 1322-1a Destroy 10 years after freeze has been lifted. (N1-64-87-1)
1322 Accession and Disposal Exception Files 1322-2	Case files maintained by NR headquarters pertaining to authorization and implementation of exceptions to normal accessioning and disposition practices in NARA FRCs. Contingent Appraisal Pending (CAP) Files and Contingent Reappraisal Pending (CRP) Files.	Temporary N01-0064-1987-0001 Item 1322-1b Destroy 2 years after exception is lifted. (N1-64-87-1)
1322 Accession and Disposal Exception Files 1322-3	Case files maintained by NR headquarters pertaining to authorization and implementation of exceptions to normal accessioning and disposition practices in NARA FRCs. Other contingent exceptions.	Temporary N01-0064-1987-0001 Item 1322-1c Destroy 10 years after exception has been lifted. (N1-64-87-1)
1322 Accession and Disposal Exception Files 1322-4	Case files maintained by NR headquarters pertaining to authorization and implementation of exceptions to normal accessioning and disposition practices in NARA FRCs. Unscheduled and all other exceptions.	Temporary N01-0064-1987-0001 Item 1322-1d Destroy 1 year after exception is terminated. (N1-64-87-1)
1323 Records Center Unscheduled Records Tracking System Files 1323	Files created to track progress on appraising and scheduling unscheduled records in the records centers.	Temporary N01-0064-1987-0001 Item 1323 Destroy when information is no longer needed. (N1-64-87-1)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
NARS-5 and Centers Information Processing System 1326 NARS-5 System 1326-1	Automated accession control system used for administrative tracking and control of accessions into and movement of accessions within a records center, and disposal and transfer of records from a records center. The system also provides statistical information and "space available" information through the "Space Information System" (SIS) subsystem (see item 1326-2d). Forms and reports documenting input actions to NARS-5. Included are: · NA Form 13116, Records Center Holdings Control Input; · NA Form 13117, Mass Data Change Worksheet; · Disposal Accomplished Report (Report 88); and · Disposal Change Report (Report 89).	Temporary N01-0064-2005-0009-dup Item 1 If used as input source documentation for RCPBS: Cut off at end of fiscal year. Destroy when 3 years old. (N1-64-05-9, item 1) Otherwise: Cut off annually. Destroy when 1 year old OR when no longer needed for administrative purposes, whichever is SOONER. (N1-64-87-1)
1326 NARS-5 System 1326-2a	Automated accession control system used for administrative tracking and control of accessions into and movement of accessions within a records center, and disposal and transfer of records from a records center. The system also provides statistical information and "space available" information through the "Space Information System" (SIS) subsystem (see item 1326-2d). NARS-5 Output Reports. a. Feeder reports used to prepare summary reports, including One Time/Special Inquiry Reports: Reports 04, 05, 08, 09, 10, 15, 16, 17, 18, 35, 36, 44, and 45.	Temporary N01-0064-1987-0001 Item 1326-2a Destroy when no longer needed to prepare the summary report OR 3 months after close of fiscal year. (N1-64-87-1)
1326 NARS-5 System 1326-2b	Automated accession control system used for administrative tracking and control of accessions into and movement of accessions within a records center, and disposal and transfer of records from a records center. The system also provides statistical information and "space available" information through the "Space Information System" (SIS) subsystem (see item 1326-2d). NARS-5 Output Reports. b. Edit reports of input errors, including Transaction Validity Error Report (Report 19), Transaction Logical Error Report (Report 20), and SIS Error Cycles 2 and 3 reports.	Temporary N01-0064-1987-0001 Item 1326-2b Destroy after corrections have been made to the transaction file. (N1-64-87-1)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1326 NARS-5 System 1326-2c1	Automated accession control system used for administrative tracking and control of accessions into and movement of accessions within a records center, and disposal and transfer of records from a records center. The system also provides statistical information and "space available" information through the "Space Information System" (SIS) subsystem (see item 1326-2d). NARS-5 Output Reports. c. NARS-5 periodic reports. (1) Monthly reports: Accession Number Master List (Report 01); Record Group Profile (Summary) Listing (Report 02); and Records Center Profile (Summary) Listing (Report 03).	Temporary N01-0064-1987-0001 Item 1326-2c1 Destroy when superseded. (N1-64-87-1)
1326 NARS-5 System 1326-2c2	Automated accession control system used for administrative tracking and control of accessions into and movement of accessions within a records center, and disposal and transfer of records from a records center. The system also provides statistical information and "space available" information through the "Space Information System" (SIS) subsystem (see item 1326-2d). NARS-5 Output Reports. c. NARS-5 periodic reports. (2) Semiannual and annual (FY) reports: · Record Group Profile (Summary) Listing (Report 02); · Records Center Profile (Summary) Listing (Report 03); · Stack Sequence Report (Report 06); · Location Report (Report 07); · Annual Report of Holdings and Disposals by Record Group (Report 24); · Retention Report (Report 37); and · Auditors' Report (Report 43).	Temporary N01-0064-1987-0001 Item 1326-2c2 Cut off annually. Destroy when 1 year old OR when no longer needed for administrative purposes, whichever is LONGER. (N1-64-87-1)
1326 NARS-5 System 1326-2c3	Automated accession control system used for administrative tracking and control of accessions into and movement of accessions within a records center, and disposal and transfer of records from a records center. The system also provides statistical information and "space available" information through the "Space Information System" (SIS) subsystem (see item 1326-2d). NARS-5 Output Reports. c. NARS-5 periodic reports. (3) NARS-5 history reports: Withdrawal Report (Report 11) and Withdrawal Report 2 (Report 21).	Temporary N01-0064-1987-0001 Item 1326-2c3 Destroy when no longer needed for reference purposes. (N1-64-87-1)
1326 NARS-5 System 1326-2c4	Automated accession control system used for administrative tracking and control of accessions into and movement of accessions within a records center, and disposal and transfer of records from a records center. The system also provides statistical information and "space available" information through the "Space Information System" (SIS) subsystem (see item 1326-2d). NARS-5 Output Reports. c. NARS-5 periodic reports. (4) NARS-5 edit files: IVF Update Report (Report 28) and Disposal Authority Master List.	Temporary N01-0064-1987-0001 Item 1326-2c4 Destroy when superseded. (N1-64-87-1)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1326 NARS-5 System 1326-2c5	Automated accession control system used for administrative tracking and control of accessions into and movement of accessions within a records center, and disposal and transfer of records from a records center. The system also provides statistical information and "space available" information through the "Space Information System" (SIS) subsystem (see item 1326-2d). NARS-5 Output Reports. c. NARS-5 periodic reports. (5) Disposal pull list: Copy of Disposal Approved Report (Report 22), annotated with signed certification indicating that disposal records were removed from the shelves and, where required, that the destruction of the records was witnessed; and Disposal Concurrence Report (Report 23).	Temporary N01-0064-1987-0001 Item 1326-2c5 Cut off at end of fiscal year in which disposal is accomplished. Destroy when 10 years old. (N1-64-87-1)
1326 NARS-5 System 1326-2d	Automated accession control system used for administrative tracking and control of accessions into and movement of accessions within a records center, and disposal and transfer of records from a records center. The system also provides statistical information and "space available" information through the "Space Information System" (SIS) subsystem (see item 1326-2d). NARS-5 Output Reports. d. Space Information System (SIS): Reserve Master Listings, Available Space by Location Report, and Available Space by Volume Report.	Temporary N01-0064-1987-0001 Item 1326-2d Destroy when superseded. (N1-64-87-1)
1326 NARS-5 System 1326-3a1	Automated accession control system used for administrative tracking and control of accessions into and movement of accessions within a records center, and disposal and transfer of records from a records center. The system also provides statistical information and "space available" information through the "Space Information System" (SIS) subsystem (see item 1326-2d). Automated Files. a. Program and documentation files consisting of machine instructions designed to add information to or retrieve information from specific data systems, and related written documentation files. (1) Files maintained at records centers.	Temporary N01-0064-1987-0001 Item 1326-3a1 Overwrite when modified or destroy when no longer in use. (N1-64-87-1)
1326 NARS-5 System 1326-3a2	Automated accession control system used for administrative tracking and control of accessions into and movement of accessions within a records center, and disposal and transfer of records from a records center. The system also provides statistical information and "space available" information through the "Space Information System" (SIS) subsystem (see item 1326-2d). Automated Files. a. Program and documentation files consisting of machine instructions designed to add information to or retrieve information from specific data systems, and related written documentation files. (2) Files maintained by data center.	Temporary N01-0064-1987-0001 Item 1326-3a2 Destroy when modified OR 5 years after program is no longer in use. (N1-64-87-1)
1326 NARS-5 System 1326-3b	Automated accession control system used for administrative tracking and control of accessions into and movement of accessions within a records center, and disposal and transfer of records from a records center. The system also provides statistical information and "space available" information through the "Space Information System" (SIS) subsystem (see item 1326-2d). Automated Files. b. Intermediate input-output files consisting of data that are manipulated, sorted, or moved from one computer run to a subsequent run and are used in the process of updating a master file.	Temporary Use GRS_5-2-020

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1326 NARS-5 System 1326-3c1	Automated accession control system used for administrative tracking and control of accessions into and movement of accessions within a records center, and disposal and transfer of records from a records center. The system also provides statistical information and "space available" information through the "Space Information System" (SIS) subsystem (see item 1326-2d). Automated Files. c. Master Files maintained by data center. (1) Report 21 and Withdrawal Report 2.	Temporary N01-0064-1987-0001 Item 3c1 Destroy when 25 years old. (N1-64-87-1)
1326 NARS-5 System 1326-3c2	Automated accession control system used for administrative tracking and control of accessions into and movement of accessions within a records center, and disposal and transfer of records from a records center. The system also provides statistical information and "space available" information through the "Space Information System" (SIS) subsystem (see item 1326-2d). Automated Files. c. Master Files maintained by data center. (2) NARS-5 Master File.	Temporary N01-0064-1995-0002 Item 2b Cut off at end of fiscal year. Delete or overwrite when 3 years old OR when no longer needed for administrative use, whichever is SOONER. (N1-64-95-2, item 2b)
1327 Centers Information Processing System (CIPS) 1327-1	CIPS is used for documenting, tracking, and reporting loans and permanent withdrawals from NARA FRCs. Reference Request History File.	Temporary N01-0064-1995-0002 Item 3a Cut off at end of fiscal year. Delete when 25 years old. (N1-64-95-2, item 3a)
1327 Centers Information Processing System (CIPS) 1327-2	CIPS is used for documenting, tracking, and reporting loans and permanent withdrawals from NARA FRCs. CIPS User Database.	Temporary N01-0064-1995-0002-dup Item 3a Cut off at end of fiscal year. Delete when 25 years old. (N1-64-95-2, item 3a)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
Case Management and Reporting System and Registry Files 1340 Case Management and Reporting System and Registry Files 1340-1	The Case Management and Reporting System (CMRS) manages customer requests for military personnel, medical, and organizational records stored at the National Personnel Records Center - Military Personnel Records (NPRC-MPR) in St. Louis, Missouri. CMRS is used to manage and equalize staff workload; cases are assigned to individual staff members based on resource availability and existing caseload. In addition, CMRS: · Maintains data regarding each request; · Helps to locate the appropriate folder for the veteran in question; · Identifies duplicate requests and groups them for assignment to the same staff member; · Manages efficient retrieval of folders from the shelves, tracks removed folders, and facilitates folder refiling; · Processes copies of selected military documents; · Produces any needed correspondence with the customer; and · Facilitates document shipment to the customer. The Registry Files are an automated index to selected Official Military Personnel Folders (OMPFs) and medical records stored at NPRC-MPR. Customer requests ("Scanned paper"). SF 180s, forms, and letters requesting copies of documents or information contained in an OMPF, a medical record, or in organizational records. Also includes web-generated signature sheets. All documents are "hard copies" and are imaged. Digital images are retained in the CMRS database.	Temporary Use GRS_5-2-020
1340 Case Management and Reporting System and Registry Files 1340-2a	The Case Management and Reporting System (CMRS) manages customer requests for military personnel, medical, and organizational records stored at the National Personnel Records Center - Military Personnel Records (NPRC-MPR) in St. Louis, Missouri. CMRS is used to manage and equalize staff workload; cases are assigned to individual staff members based on resource availability and existing caseload. In addition, CMRS: · Maintains data regarding each request; · Helps to locate the appropriate folder for the veteran in question; · Identifies duplicate requests and groups them for assignment to the same staff member; · Manages efficient retrieval of folders from the shelves, tracks removed folders, and facilitates folder refiling; · Processes copies of selected military documents; · Produces any needed correspondence with the customer; and · Facilitates document shipment to the customer. The Registry Files are an automated index to selected Official Military Personnel Folders (OMPFs) and medical records stored at NPRC-MPR. CMRS Data and Output. a. Data gathered and/or generated as the result of receiving and processing a customer request for copies of documents or information from an OMPF, a medical record, or an organizational record. CMRS Data include: · Date, nature, and purpose of request and name and address of requester (commonly called "access information"); · Name and service number of veteran whose data are being requested; · Request processing information; · Images of requester's documentation; · Response documents; and · Customer contacts and work notes generated by staff member(s) who is/are working a case.	Temporary N01-0064-2008-0001 Item 2a Cut off transaction data associated with closed and re-filed requests at end of each fiscal year. Destroy transaction data 5 years after cutoff. (N1-64-08-1, item 2a)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1340 Case Management and Reporting System and Registry Files 1340-2b	The Case Management and Reporting System (CMRS) manages customer requests for military personnel, medical, and organizational records stored at the National Personnel Records Center - Military Personnel Records (NPRC-MPR) in St. Louis, Missouri. CMRS is used to manage and equalize staff workload; cases are assigned to individual staff members based on resource availability and existing caseload. In addition, CMRS: · Maintains data regarding each request; · Helps to locate the appropriate folder for the veteran in question; · Identifies duplicate requests and groups them for assignment to the same staff member; · Manages efficient retrieval of folders from the shelves, tracks removed folders, and facilitates folder refiling; · Processes copies of selected military documents; · Produces any needed correspondence with the customer; and · Facilitates document shipment to the customer. The Registry Files are an automated index to selected Official Military Personnel Folders (OMPFs) and medical records stored at NPRC-MPR. CMRS Data and Output. b. Output: Access Information ("Disclosure Data Extract"). This is an extract of the live transaction data. "Access Information" data elements may include, but are not limited to: · Name and service number of veteran whose data are being requested; · Date requested, name of requester, and purpose of request; and · Associated records block.	Temporary N01-0064-2008-0001 Item 2b-inst Cut off disclosure data associated with closed and re-filed requests at end of each fiscal year. Export data associated with these requests to a "record of disclosure file" external to CMRS. (N1-64-08-1, item 2b)
1340 Case Management and Reporting System and Registry Files 1340-3a	The Case Management and Reporting System (CMRS) manages customer requests for military personnel, medical, and organizational records stored at the National Personnel Records Center - Military Personnel Records (NPRC-MPR) in St. Louis, Missouri. CMRS is used to manage and equalize staff workload; cases are assigned to individual staff members based on resource availability and existing caseload. In addition, CMRS: · Maintains data regarding each request; · Helps to locate the appropriate folder for the veteran in question; · Identifies duplicate requests and groups them for assignment to the same staff member; · Manages efficient retrieval of folders from the shelves, tracks removed folders, and facilitates folder refiling; · Processes copies of selected military documents; · Produces any needed correspondence with the customer; and · Facilitates document shipment to the customer. The Registry Files are an automated index to selected Official Military Personnel Folders (OMPFs) and medical records stored at NPRC-MPR. CMRS Analytics/Data Warehouse. a. Data. CMRS Analytics is the management sub-system that stores CMRS activity data used by managers and supervisors for program management and evaluation. The Performance Management and Reporting System (PMRS) imports data fields/elements from CMRS relating to volume, turnaround of request, and other statistics.	Temporary N01-0064-2008-0001 Item 3a Delete data 10 years after end of fiscal year in which the data were created. (N1-64-08-1, item 3a)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1340 Case Management and Reporting System and Registry Files 1340-3b	The Case Management and Reporting System (CMRS) manages customer requests for military personnel, medical, and organizational records stored at the National Personnel Records Center - Military Personnel Records (NPRC-MPR) in St. Louis, Missouri. CMRS is used to manage and equalize staff workload; cases are assigned to individual staff members based on resource availability and existing caseload. In addition, CMRS: · Maintains data regarding each request; · Helps to locate the appropriate folder for the veteran in question; · Identifies duplicate requests and groups them for assignment to the same staff member; · Manages efficient retrieval of folders from the shelves, tracks removed folders, and facilitates folder refiling; · Processes copies of selected military documents; · Produces any needed correspondence with the customer; and · Facilitates document shipment to the customer. The Registry Files are an automated index to selected Official Military Personnel Folders (OMPFs) and medical records stored at NPRC-MPR. CMRS Analytics/Data Warehouse. b. Output: Management Reports. Hard copy and electronic reports generated by the Analytics/Data Warehouse.	Temporary N01-0064-2008-0001 Item 3b-inst File with related records and follow disposition instructions. (N1-64-08-1, item 3b)
1340 Case Management and Reporting System and Registry Files 1340-4	The Case Management and Reporting System (CMRS) manages customer requests for military personnel, medical, and organizational records stored at the National Personnel Records Center - Military Personnel Records (NPRC-MPR) in St. Louis, Missouri. CMRS is used to manage and equalize staff workload; cases are assigned to individual staff members based on resource availability and existing caseload. In addition, CMRS: · Maintains data regarding each request; · Helps to locate the appropriate folder for the veteran in question; · Identifies duplicate requests and groups them for assignment to the same staff member; · Manages efficient retrieval of folders from the shelves, tracks removed folders, and facilitates folder refiling; · Processes copies of selected military documents; · Produces any needed correspondence with the customer; and · Facilitates document shipment to the customer. The Registry Files are an automated index to selected Official Military Personnel Folders (OMPFs) and medical records stored at NPRC-MPR. All other documentation generated as part of the fulfillment process. Includes Finding Aid Reports (FARs) and charge-out cards.	Temporary N01-0064-2003-0007 Item 4 Destroy when no longer needed. (N1-64-03-7, item 4)
1340 Case Management and Reporting System and Registry Files 1340-5	The Case Management and Reporting System (CMRS) manages customer requests for military personnel, medical, and organizational records stored at the National Personnel Records Center - Military Personnel Records (NPRC-MPR) in St. Louis, Missouri. CMRS is used to manage and equalize staff workload; cases are assigned to individual staff members based on resource availability and existing caseload. In addition, CMRS: · Maintains data regarding each request; · Helps to locate the appropriate folder for the veteran in question; · Identifies duplicate requests and groups them for assignment to the same staff member; · Manages efficient retrieval of folders from the shelves, tracks removed folders, and facilitates folder refiling; · Processes copies of selected military documents; · Produces any needed correspondence with the customer; and · Facilitates document shipment to the customer. The Registry Files are an automated index to selected Official Military Personnel Folders (OMPFs) and medical records stored at NPRC-MPR. System documentation.	Temporary Use GRS_3-1-051

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1340 Case Management and Reporting System and Registry Files 1340-6a	The Case Management and Reporting System (CMRS) manages customer requests for military personnel, medical, and organizational records stored at the National Personnel Records Center - Military Personnel Records (NPRC-MPR) in St. Louis, Missouri. CMRS is used to manage and equalize staff workload; cases are assigned to individual staff members based on resource availability and existing caseload. In addition, CMRS: · Maintains data regarding each request; · Helps to locate the appropriate folder for the veteran in question; · Identifies duplicate requests and groups them for assignment to the same staff member; · Manages efficient retrieval of folders from the shelves, tracks removed folders, and facilitates folder refiling; · Processes copies of selected military documents; · Produces any needed correspondence with the customer; and · Facilitates document shipment to the customer. The Registry Files are an automated index to selected Official Military Personnel Folders (OMPFs) and medical records stored at NPRC-MPR. System backups and tape library records. CMRS backup files maintained for potential system restoration in the event of a system failure or other unintentional loss of data. a. Incremental backup files.	Temporary Use GRS_3-2-040
1340 Case Management and Reporting System and Registry Files 1340-6b	The Case Management and Reporting System (CMRS) manages customer requests for military personnel, medical, and organizational records stored at the National Personnel Records Center - Military Personnel Records (NPRC-MPR) in St. Louis, Missouri. CMRS is used to manage and equalize staff workload; cases are assigned to individual staff members based on resource availability and existing caseload. In addition, CMRS: · Maintains data regarding each request; · Helps to locate the appropriate folder for the veteran in question; · Identifies duplicate requests and groups them for assignment to the same staff member; · Manages efficient retrieval of folders from the shelves, tracks removed folders, and facilitates folder refiling; · Processes copies of selected military documents; · Produces any needed correspondence with the customer; and · Facilitates document shipment to the customer. The Registry Files are an automated index to selected Official Military Personnel Folders (OMPFs) and medical records stored at NPRC-MPR. System backups and tape library records. CMRS backup files maintained for potential system restoration in the event of a system failure or other unintentional loss of data. b. Full backup files.	Temporary Use GRS_3-2-041
1340 Case Management and Reporting System and Registry Files 1340-7	The Case Management and Reporting System (CMRS) manages customer requests for military personnel, medical, and organizational records stored at the National Personnel Records Center - Military Personnel Records (NPRC-MPR) in St. Louis, Missouri. CMRS is used to manage and equalize staff workload; cases are assigned to individual staff members based on resource availability and existing caseload. In addition, CMRS: · Maintains data regarding each request; · Helps to locate the appropriate folder for the veteran in question; · Identifies duplicate requests and groups them for assignment to the same staff member; · Manages efficient retrieval of folders from the shelves, tracks removed folders, and facilitates folder refiling; · Processes copies of selected military documents; · Produces any needed correspondence with the customer; and · Facilitates document shipment to the customer. The Registry Files are an automated index to selected Official Military Personnel Folders (OMPFs) and medical records stored at NPRC-MPR. Registry Files. Automated index with locations of selected OMPFs and medical records stored at NPRC-MPR. CMRS accesses the index to determine location of requested records for retrieval.	Temporary N01-0064-2003-0007 Item 3 Destroy when no longer needed for administrative use. (N1-64-03-7, item 3)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
Records Center Program Billing System 1341 Records Center Program Billing System (RCPBS) 1341-1	The automated financial "charge-back" system used by the FRC Program and Revolving Fund for collection, transaction generation, accounting, and invoicing of Federal agencies for the storage and servicing of Federal records stored at NARA FRCs. RCPBS produces customer invoices and exports them to the General Services Administration (GSA) for billing to Federal agencies. The system is a hybrid of five distinct and loosely coupled subsystems: Data Collection, Transaction Generation, Accounting, Reporting, and System Administration. Input/Source Documentation. Records used to determine storage and services charges. Includes customer service requests and internal NARA-generated operational data used to process requests, track work accomplished, and support billing information entry by the Centers into the Web Tally portion of RCPBS. · Hard copy records may include: IRS batch sheets, TASK Daily Work Logs, and completed Web Tally data entry sheets. · Electronic data may include extracts from: Center-specific databases and barcode reader systems, CIPS request summaries, NARS-5 34 Report and Daily Transactions, Web Tally, and Case Management and Reporting System (CMRS).	Temporary N01-0064-2005-0009 Item 1 Cut off at end of fiscal year. Destroy/delete when 3 years old. (N1-64-05-9, item 1)
1341 Records Center Program Billing System (RCPBS) 1341-2a	The automated financial "charge-back" system used by the FRC Program and Revolving Fund for collection, transaction generation, accounting, and invoicing of Federal agencies for the storage and servicing of Federal records stored at NARA FRCs. RCPBS produces customer invoices and exports them to the General Services Administration (GSA) for billing to Federal agencies. The system is a hybrid of five distinct and loosely coupled subsystems: Data Collection, Transaction Generation, Accounting, Reporting, and System Administration. RCPBS Electronic Data Files. a. RCPBS Electronic Data Files (Data Collection Subsystem). RCPBS data collected, gathered, and/or generated as the result of receiving and processing customer requests for services. This data serve as the input for the Transaction Generation subsystem (see item 1341-2b). Data include: · Date, nature, and purpose of storage or service requested; · Customer's name and address; · Customer agreement number; and · Other information.	Temporary N01-0064-2005-0009 Item 2a Break data file at close of each fiscal year. Delete all data following creation of annual "data package" described in item 1341-2c. (N1-64-05-9, item 2a)
1341 Records Center Program Billing System (RCPBS) 1341-2b	The automated financial "charge-back" system used by the FRC Program and Revolving Fund for collection, transaction generation, accounting, and invoicing of Federal agencies for the storage and servicing of Federal records stored at NARA FRCs. RCPBS produces customer invoices and exports them to the General Services Administration (GSA) for billing to Federal agencies. The system is a hybrid of five distinct and loosely coupled subsystems: Data Collection, Transaction Generation, Accounting, Reporting, and System Administration. RCPBS Electronic Data Files. b. Data processing files (Transaction Generation Subsystem). Text files generated by the subsystem and used for: aggregating source records, turning transactions into a record format compatible for entry to NARA's accounting software, and reporting errors.	Temporary Use GRS_5-2-020
1341 Records Center Program Billing System (RCPBS) 1341-2c	The automated financial "charge-back" system used by the FRC Program and Revolving Fund for collection, transaction generation, accounting, and invoicing of Federal agencies for the storage and servicing of Federal records stored at NARA FRCs. RCPBS produces customer invoices and exports them to the General Services Administration (GSA) for billing to Federal agencies. The system is a hybrid of five distinct and loosely coupled subsystems: Data Collection, Transaction Generation, Accounting, Reporting, and System Administration. RCPBS Electronic Data Files. c. Fiscal Year Billing Data (Accounting Subsystem). One year extract of RCPBS data taken annually following the acceptance of annual independent audit. This extract includes source data (data on agency use), the Combined Billing Generator (CBG) file, other FRC-provided services, and electronic versions of invoices sent to agencies.	Temporary N01-0064-2005-0009 Item 2c Cut off at end of fiscal year. Delete/destroy when 6 years and 3 months old. (N1-64-05-9, item 2c)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1341 Records Center Program Billing System (RCPBS) 1341-3a	The automated financial "charge-back" system used by the FRC Program and Revolving Fund for collection, transaction generation, accounting, and invoicing of Federal agencies for the storage and servicing of Federal records stored at NARA FRCs. RCPBS produces customer invoices and exports them to the General Services Administration (GSA) for billing to Federal agencies. The system is a hybrid of five distinct and loosely coupled subsystems: Data Collection, Transaction Generation, Accounting, Reporting, and System Administration. Output. a. Omnibus copy of invoices (Accounting Subsystem). File and associated transmittal generated by the Accounting subsystem (Combined Billing Generator) and sent to the financial management system service provider.	Temporary Use GRS_1-1-010
1341 Records Center Program Billing System (RCPBS) 1341-3b	The automated financial "charge-back" system used by the FRC Program and Revolving Fund for collection, transaction generation, accounting, and invoicing of Federal agencies for the storage and servicing of Federal records stored at NARA FRCs. RCPBS produces customer invoices and exports them to the General Services Administration (GSA) for billing to Federal agencies. The system is a hybrid of five distinct and loosely coupled subsystems: Data Collection, Transaction Generation, Accounting, Reporting, and System Administration. Output. b. Management Data. Extract of data used by managers to conduct longitudinal and other analyses of NARA's Federal Records Centers Program.	Temporary Use GRS_1-1-020
1341 Records Center Program Billing System (RCPBS) 1341-4	The automated financial "charge-back" system used by the FRC Program and Revolving Fund for collection, transaction generation, accounting, and invoicing of Federal agencies for the storage and servicing of Federal records stored at NARA FRCs. RCPBS produces customer invoices and exports them to the General Services Administration (GSA) for billing to Federal agencies. The system is a hybrid of five distinct and loosely coupled subsystems: Data Collection, Transaction Generation, Accounting, Reporting, and System Administration. Electronic software program.	Temporary N01-0064-2005-0009 Item 4-info Break RCPBS software following each major or routine version change. Delete when no longer needed to support program mission.
1341 Records Center Program Billing System (RCPBS) 1341-5	The automated financial "charge-back" system used by the FRC Program and Revolving Fund for collection, transaction generation, accounting, and invoicing of Federal agencies for the storage and servicing of Federal records stored at NARA FRCs. RCPBS produces customer invoices and exports them to the General Services Administration (GSA) for billing to Federal agencies. The system is a hybrid of five distinct and loosely coupled subsystems: Data Collection, Transaction Generation, Accounting, Reporting, and System Administration. System documentation.	Temporary Use GRS_3-1-051
1341 Records Center Program Billing System (RCPBS) 1341-6a	The automated financial "charge-back" system used by the FRC Program and Revolving Fund for collection, transaction generation, accounting, and invoicing of Federal agencies for the storage and servicing of Federal records stored at NARA FRCs. RCPBS produces customer invoices and exports them to the General Services Administration (GSA) for billing to Federal agencies. The system is a hybrid of five distinct and loosely coupled subsystems: Data Collection, Transaction Generation, Accounting, Reporting, and System Administration. System backups and tape library records. RCPBS backup files maintained for potential system restoration in the event of a system failure or other unintentional loss of data. a. Incremental backup files.	Temporary Use GRS_3-2-040

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1341 Records Center Program Billing System (RCPBS) 1341-6b	The automated financial "charge-back" system used by the FRC Program and Revolving Fund for collection, transaction generation, accounting, and invoicing of Federal agencies for the storage and servicing of Federal records stored at NARA FRCs. RCPBS produces customer invoices and exports them to the General Services Administration (GSA) for billing to Federal agencies. The system is a hybrid of five distinct and loosely coupled subsystems: Data Collection, Transaction Generation, Accounting, Reporting, and System Administration. System backups and tape library records. RCPBS backup files maintained for potential system restoration in the event of a system failure or other unintentional loss of data. b. Full backup files.	Temporary Use GRS_3-2-041
Federal Records Centers Program (FRCP) - Records Management and Records Center Services 1342 FRCP Records Management Services 1342	Records created/maintained in the organization responsible for providing services that are reimbursable, discretionary, and non-regulatory in nature.	Temporary DAA-0064-2016-0016 Item 1 Cut off at end of fiscal year in which the project/activity/ transaction was completed or superseded. Destroy 10 years after cutoff. (DAA-0064-2016-0016-0001)
1343 Records Center Services 1343-1	The Records Center Services function is responsible for: · Maintaining and operating records centers; · Storing, processing, and servicing records in records centers; and · Negotiating local memoranda of agreement with Federal agencies for special services/projects. Transfer. Records that document the process of transferring agency records to Federal records centers. Examples of "transfer" records include: tracking data, data input forms, deficiency correspondence, and correspondence about related issues. NOTE: Excludes SF 135s for specific transfers and associated documentation (e.g., e-mails, memoranda, and box lists) related directly to a specific transfer.	Temporary N01-0064-2008-0010 Item 15 Cut off at end of fiscal year in which the project/activity/transaction was completed or superseded. Destroy when 3 years old. (N1-64-08-10, item 15)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1343 Records Center Services 1343-2	The Records Center Services function is responsible for: · Maintaining and operating records centers; · Storing, processing, and servicing records in records centers; and · Negotiating local memoranda of agreement with Federal agencies for special services/projects. Reference/Records Services/Internal Operations. Optional Form (OF) 11s, tracking databases, and correspondence that document providing access to agencies' records (also referred to as "reference") and other records services provided by the FRCP. Examples of records services include: data entry, document digitization, "FastPack," access authorization, and records pick-up and delivery. NOTE: Excludes records documenting the handling of security classified records.	Temporary N01-0064-2008-0010 Item 16 Cut off at end of fiscal year in which the project/activity/transaction was completed or superseded. Destroy when 3 years old. (N1-64-08-10, item 16) NOTE: Any records required for billing audits should be migrated to file no. 268, "FRCs' Workload and Billing," at close of fiscal year.
1343 Records Center Services 1343-3a1	The Records Center Services function is responsible for: · Maintaining and operating records centers; · Storing, processing, and servicing records in records centers; and · Negotiating local memoranda of agreement with Federal agencies for special services/projects. Disposition. Records that document the disposition of records stored in Federal records centers. a. All records (e.g., disposal notices, related SF 135s) of the Disposition function with the exception of those listed in 1343-3b. (1) Records related to permanent transfers.	Temporary N01-0064-2008-0010 Item 17 Forward to custodial unit assuming physical and legal custody of records. (N1-64-08-10, item 17)
1343 Records Center Services 1343-3a2	The Records Center Services function is responsible for: · Maintaining and operating records centers; · Storing, processing, and servicing records in records centers; and · Negotiating local memoranda of agreement with Federal agencies for special services/projects. Disposition. Records that document the disposition of records stored in Federal records centers. a. All records (e.g., disposal notices, related SF 135s) of the Disposition function with the exception of those listed in 1343-3b. (2) Records related to all other transfers.	Temporary N01-0064-2008-0010 Item 18 Cut off at end of fiscal year in which the project/activity/transaction was completed or superseded. Destroy when 75 years old. (N1-64-08-10, item 18)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1343 Records Center Services 1343-3b	The Records Center Services function is responsible for: · Maintaining and operating records centers; · Storing, processing, and servicing records in records centers; and · Negotiating local memoranda of agreement with Federal agencies for special services/projects. Disposition. Records that document the disposition of records stored in Federal records centers. b. SF 115s. Reference copies of agency schedules used by Records Center staff to verify the disposition authority for records.	Temporary N01-0064-2008-0010 Item 19 Destroy when superseded OR obsolete. (N1-64-08-10, item 19)
Office of Government Information Services (OGIS) 1344 Office of Government Information Services (OGIS) Records 1344-1a	OGIS serves its customers as an independent, impartial, and confidential resource to help requesters and Federal agencies resolve process issues arising from the administration of Freedom of Information Act (FOIA) requests. The FOIA mandates that OGIS review and provide input on policies and procedures of agency FOIA programs, review whether the agencies comply with FOIA, and recommend policy changes to Congress and the President to improve administration of FOIA. OGIS is required to offer mediation services to resolve disputes between persons making FOIA requests and administrative agencies as a non-exclusive alternative to litigation. OGIS may also issue advisory opinions if mediation has not resolved an issue. OGIS Access System (OAS) a. Case files created in connection with a request for OGIS assistance. Records may include: internal and external correspondence, research, internal and external e-mail messages, and internal memorandums and documents.	Temporary N01-0064-2011-0001 Item 1 Destroy 10 years after case is closed. (N1-064-11-001, item 1)
1344 Office of Government Information Services (OGIS) Records 1344-1b	OGIS serves its customers as an independent, impartial, and confidential resource to help requesters and Federal agencies resolve process issues arising from the administration of Freedom of Information Act (FOIA) requests. The FOIA mandates that OGIS review and provide input on policies and procedures of agency FOIA programs, review whether the agencies comply with FOIA, and recommend policy changes to Congress and the President to improve administration of FOIA. OGIS is required to offer mediation services to resolve disputes between persons making FOIA requests and administrative agencies as a non-exclusive alternative to litigation. OGIS may also issue advisory opinions if mediation has not resolved an issue. OGIS Access System (OAS) b. OAS reports. Statistical and analytical reports related to OGIS's caseload, including ad-hoc and standard reports.	Temporary N01-0064-2011-0001 Item 2 Destroy when superseded by updated report, when no longer needed for current business, or when 2 years old, whichever is sooner. (N1-064-11-001, item 2)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1344 Office of Government Information Services (OGIS) Records 1344-2a	OGIS serves its customers as an independent, impartial, and confidential resource to help requesters and Federal agencies resolve process issues arising from the administration of Freedom of Information Act (FOIA) requests. The FOIA mandates that OGIS review and provide input on policies and procedures of agency FOIA programs, review whether the agencies comply with FOIA, and recommend policy changes to Congress and the President to improve administration of FOIA. OGIS is required to offer mediation services to resolve disputes between persons making FOIA requests and administrative agencies as a non-exclusive alternative to litigation. OGIS may also issue advisory opinions if mediation has not resolved an issue. Program Records a. Records created in the performance of OGIS's mission and maintained as case files. Includes mediation files, Compliance Assessment function supporting documents, and annual recommendation files. Excludes Compliance Assessment final reports and Advisory Opinions.	Temporary DAA-0064-2016-0001 Item 1 Close files when final action is taken. Break closed case files annually. Destroy 7 years after file break. (DAA-0064-2016-0001-0001)
1344 Office of Government Information Services (OGIS) Records 1344-2b	OGIS serves its customers as an independent, impartial, and confidential resource to help requesters and Federal agencies resolve process issues arising from the administration of Freedom of Information Act (FOIA) requests. The FOIA mandates that OGIS review and provide input on policies and procedures of agency FOIA programs, review whether the agencies comply with FOIA, and recommend policy changes to Congress and the President to improve administration of FOIA. OGIS is required to offer mediation services to resolve disputes between persons making FOIA requests and administrative agencies as a non-exclusive alternative to litigation. OGIS may also issue advisory opinions if mediation has not resolved an issue. Program Records b. Compliance assessment final reports. Reports produced electronically in PDF and PDF-page-turn formats.	Permanent DAA-0064-2016-0001 Item 2 PERMANENT. Cut off every 5 years. Transfer to NARA in 5-year blocks 15 years after file break. (DAA-0064-2016-0001-0002)
1344 Office of Government Information Services (OGIS) Records 1344-2c	OGIS serves its customers as an independent, impartial, and confidential resource to help requesters and Federal agencies resolve process issues arising from the administration of Freedom of Information Act (FOIA) requests. The FOIA mandates that OGIS review and provide input on policies and procedures of agency FOIA programs, review whether the agencies comply with FOIA, and recommend policy changes to Congress and the President to improve administration of FOIA. OGIS is required to offer mediation services to resolve disputes between persons making FOIA requests and administrative agencies as a non-exclusive alternative to litigation. OGIS may also issue advisory opinions if mediation has not resolved an issue. Program Records c. All other mission-related records. Files may include, but are not limited to, other program management files/reports, statistical studies/reports, working papers, non-executive level correspondence, subject files, training materials, presentations, etc. for the following functions: Agency FOIA Regulation Review, Agency Self-Assessment Reports, and Dispute Resolution Training Sessions. Excludes OGIS Annual Report to Congress, FOIA Advisory Committee records (covered by the GRS), and social media records (to be scheduled separately).	Temporary DAA-0064-2016-0001 Item 3 Close files when final actions are taken. Break closed files annually. Destroy 7 years after file break. (DAA-0064-2016-0001-0003)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1344 Office of Government Information Services (OGIS) Records 1344-2d	OGIS serves its customers as an independent, impartial, and confidential resource to help requesters and Federal agencies resolve process issues arising from the administration of Freedom of Information Act (FOIA) requests. The FOIA mandates that OGIS review and provide input on policies and procedures of agency FOIA programs, review whether the agencies comply with FOIA, and recommend policy changes to Congress and the President to improve administration of FOIA. OGIS is required to offer mediation services to resolve disputes between persons making FOIA requests and administrative agencies as a non-exclusive alternative to litigation. OGIS may also issue advisory opinions if mediation has not resolved an issue. Program Records d. OGIS Annual Report to Congress. Report produced electronically in PDF and PDF-page-turn formats.	Permanent DAA-0064-2016-0001 Item 4 PERMANENT. Cut off every 5 years. Transfer to NARA in 5-year blocks 15 years after cutoff. (DAA-0064-2016-0001-0004)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
Electronic Copies of Records Contained in this Chapter 1399 Word Processing Files and Electronic Mail (E-mail) Records 1399-1	Word Processing Files and Electronic Mail (E-mail) Records Word Processing Files. Documents such as letters, memoranda, reports, handbooks, directives, and manuals recorded on electronic media, such as hard disks or floppy diskettes, after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes.	Temporary N01-0064-2000-0009 Item 3a Delete from the word processing system when no longer needed for updating OR revision. (GRS 5.1 item 020 and N1-64-00-9, item 3a)
1399 Word Processing Files and Electronic Mail (E-mail) Records 1399-2	Word Processing Files and Electronic Mail (E-mail) Records E-mail Records. Senders' and recipients' versions of e-mail messages that meet the definition of Federal records, and any attachments to the record messages after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes.	PERMANENT / Temporary N01-0064-2000-0009 Item 3b, GRS 6.1 items 010, 011 Delete from the e-mail system after copying to a recordkeeping system. (GRS 6.1 items 010, 011, GRS 5.1 item 020 and N1-64-00-9, item 3b) NOTE: Along with the message text, the recordkeeping system must capture the names of sender and recipients and date (transmission data for recordkeeping purposes) and any receipt data when required.

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
Chapter 14, Archives, Presidential Records, and Donated Materials Archival Reporting 1401 Statistical Program Report Files 1401-1	Statistical summaries of archival programs. Included are NA Form 14037, Statistical Summary - Archival Programs; GSA Form 6803, Presidential Libraries - Statistical Summaries; and related documents. Individual and unit summary Time and Production Reports created and maintained in custodial units.	Temporary N01-0064-1990-0001 Item 1401-1 Cut off annually. Destroy when 1 year old. NOTE: At the discretion of the originating unit, these records may be retained for up to 3 years. (N1-64-90-1)
1401 Statistical Program Report Files 1401-2	Statistical summaries of archival programs. Included are NA Form 14037, Statistical Summary - Archival Programs; GSA Form 6803, Presidential Libraries - Statistical Summaries; and related documents. Feeder reports received monthly by the administrative staffs of NW and NR and quarterly by NL. Included are copies of NA Form 14037; NA Form 14038, Archival Project Summary; GSA Form 6803; and special lists.	Temporary N01-0064-1987-0001 Item 1401-2 Cut off annually. Destroy when 10 years old. (N1-64-87-1)
1401 Statistical Program Report Files 1401-3	Statistical summaries of archival programs. Included are NA Form 14037, Statistical Summary - Archival Programs; GSA Form 6803, Presidential Libraries - Statistical Summaries; and related documents. Consolidated FY Report maintained by NW, NR, and NL. Arranged by year.	Permanent N01-0064-1987-0001 Item 1401-3 PERMANENT. Cut off annually. Transfer to NARA in 10-year blocks when 10 years old. (N1-64-87-1)
1401 Statistical Program Report Files 1401-4	Statistical summaries of archival programs. Included are NA Form 14037, Statistical Summary - Archival Programs; GSA Form 6803, Presidential Libraries - Statistical Summaries; and related documents. Statistical spreadsheets maintained by NW.	Temporary N01-0064-1987-0001 Item 1401-4 Cut off annually. Destroy when 3 years old. (N1-64-87-1)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1402 Narrative Program Report Files 1402-1a	Narrative Program Report Files Quarterly narrative reports summarizing project work, reference service, training and professional activities, administrative and personnel matters, and other activities. a. Reports prepared for office heads of NW, NR, and NL respectively by NW program directors and heads of NR and NL field units. May also include reports of NW, NR, and NL subordinate units (staffs, divisions, branches, et. al.) that are forwarded to office heads.	Permanent N01-0064-1996-0001-inst2 Item 1a1 For disposition instructions, see file no. 113-3a, "Signed record copies [of feeder reports] sent by subordinate units and maintained by office heads."
1402 Narrative Program Report Files 1402-1b	Narrative Program Report Files Quarterly narrative reports summarizing project work, reference service, training and professional activities, administrative and personnel matters, and other activities. b. Copies maintained by NW program directors and heads of NL field units and their subordinate units.	Temporary N01-0064-1996-0001-inst2 Item 1a2 For disposition instructions, see file no. 113-3b, "Other copies [of feeder reports], including copies maintained by subordinate units."
1402 Narrative Program Report Files 1402-2	Narrative Program Report Files Periodic analytical surveys or studies maintained in NW, NR, or NL on reference services and reference use, including reports on reference inquiries and responses, reproduction orders, and other use of holdings. Arranged chronologically.	Permanent N01-0064-1987-0001 Item 1402-2 PERMANENT. Cut off as of September 30, 1980, and transfer to NARA in 1991. Thereafter, cut off every 10 years. Transfer to NARA in 10-year blocks when 10 years old. (N1-64-87-1)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1402 Narrative Program Report Files 1402-3	Narrative Program Report Files Project analyses, progress reports, and related records and forms. These files may include the NA Form 14049, Archival Project Control Sheet, and the NA Form 14038.	Temporary N01-0064-1987-0001 Item 1402-3 Cut off annually. Destroy when 3 years old. (N1-64-87-1)
1403 Work Plan Files 1403-1a	Annual work plans and related documents concerning reference service, archival projects, preservation, and declassification. Annual work plan instructions (call) formulated by NW or NR. a. Copies maintained in NW or NR. Arranged by fiscal year.	Permanent N01-0064-1987-0001 Item 1403-1a PERMANENT. Cut off every 10 years. Transfer to NARA in 10-year blocks when 10 years old. (N1-64-87-1)
1403 Work Plan Files 1403-1b	Annual work plans and related documents concerning reference service, archival projects, preservation, and declassification. Annual work plan instructions (call) formulated by NW or NR. b. Copies in custodial units.	Temporary N01-0064-1987-0001 Item 1403-1b Destroy when no longer needed for current operations. (N1-64-87-1)
1403 Work Plan Files 1403-2	Annual work plans and related documents concerning reference service, archival projects, preservation, and declassification. Work plan submissions maintained by NW or NR.	Temporary N01-0064-1987-0001 Item 1403-2 Cut off annually. Destroy when 10 years old. (N1-64-87-1)
1403 Work Plan Files 1403-3	Annual work plans and related documents concerning reference service, archival projects, preservation, and declassification. Submissions maintained by custodial units.	Temporary N01-0064-1987-0001 Item 1403-3 Destroy when no longer needed for current operations. (N1-64-87-1)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
Accessioning 1404 Record Group Registration Files 1404-1	Case files relating to the establishment and allocation of record groups. Record set maintained by NW or NR. Arranged by record group number.	Permanent N01-0064-1987-0001 Item 1404-1 PERMANENT. Transfer to NARA when no longer needed for current operations. (N1-64-87-1)
1404 Record Group Registration Files 1404-2	Case files relating to the establishment and allocation of record groups. Other records.	Temporary N01-0064-1987-0001 Item 1404-2 Destroy when no longer needed for current operations. (N1-64-87-1)
1405 Records Accession Files 1405-1	Operational records accumulated in accessioning permanent records into NARA, including documents relating to permanent withdrawals, unrecoverable loans, and missing holdings. Accession Dossiers. Accession case files arranged by record group and ordinarily maintained in the unit of physical custody. Case files typically consist of: · An SF 258, Agreement to Transfer Records to the National Archives of the United States, or equivalent, with or without additional descriptive lists and documents (e.g., SF 135, Records Transmittal and Receipt); · Appraisal reports with descriptive documents for direct offers; · Correspondence and other documents relating to the physical transfer of records; and · A copy of the change of holdings report (NA Form 14044, formerly GSA Form 6710) on the accession. NOTE: For records relating to internal disposals, see file no. 1309-3, "Records Disposition Case Files: Other copies, including those in custodial units and records centers."	Permanent N01-0064-1990-0001 Item 1405-1 PERMANENT. Transfer to NARA when 10 years old OR when no longer needed for current operations, whichever is SOONER. (N1-64-90-1)
1405 Records Accession Files 1405-2	Operational records accumulated in accessioning permanent records into NARA, including documents relating to permanent withdrawals, unrecoverable loans, and missing holdings. Accession dossiers relating to the destruction, loss, or removal of records.	Permanent N01-0064-1990-0001 Item 1405-2 PERMANENT. Transfer to NARA when 10 years old OR when no longer needed for current operations, whichever is SOONER. (N1-64-90-1)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1405 Records Accession Files 1405-3	Operational records accumulated in accessioning permanent records into NARA, including documents relating to permanent withdrawals, unrecoverable loans, and missing holdings. Working papers and copies in other offices.	Temporary N01-0064-1990-0001 Item 1405-3 Destroy when no longer needed for reference. (N1-64-90-1, item 1405-3)
1406 Change of Status Files 1406-1a	Documents created to record changes in the volume and custody of accessioned records holdings, as well as descriptive information on records series. Change of status reports at the record group level which include the NA Form 14044, Change of Status Record (formerly GSA Form 6710), and related records maintained by the Holdings Management Staff (NWCM). a. Record set held in NWCM. Arranged numerically by record group.	Permanent N01-0064-1987-0001 Item 1406-1a PERMANENT. Transfer to NARA when no longer needed for current operations. (N1-64-87-1)
1406 Change of Status Files 1406-1b	Documents created to record changes in the volume and custody of accessioned records holdings, as well as descriptive information on records series. Change of status reports at the record group level which include the NA Form 14044, Change of Status Record (formerly GSA Form 6710), and related records maintained by the Holdings Management Staff (NWCM). b. Copies in custodial units and Presidential libraries.	Temporary N01-0064-1987-0001 Item 1406-1b Destroy when no longer needed for current operations. (N1-64-87-1)
1406 Change of Status Files 1406-2a	Documents created to record changes in the volume and custody of accessioned records holdings, as well as descriptive information on records series. Change of Status Record below the record group level (NA Form 14044, formerly GSA Form 6710A). a. Submitted for NARS A-1 input.	Temporary N01-0064-1987-0001 Item 1406-2a Destroy 3 years after complete verification of input into NARS A-1. (N1-64-87-1)
1406 Change of Status Files 1406-2b	Documents created to record changes in the volume and custody of accessioned records holdings, as well as descriptive information on records series. Change of Status Record below the record group level (NA Form 14044, formerly GSA Form 6710A). b. Copies in custodial units and Presidential libraries.	Temporary N01-0064-1987-0001 Item 1406-2b Destroy when no longer needed for reference. (N1-64-87-1)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1406 Change of Status Files 1406-3	Documents created to record changes in the volume and custody of accessioned records holdings, as well as descriptive information on records series. Registers of change of status (e.g., the GSA Form 6740, Register of Changes in Holdings). Arranged chronologically and maintained either at the division or branch level depending on organization of work in the division.	Temporary N01-0064-1987-0001 Item 1406-3 Destroy when no longer needed for current operations. (N1-64-87-1)
1406 Change of Status Files 1406-4a	Documents created to record changes in the volume and custody of accessioned records holdings, as well as descriptive information on records series. Periodic statistical or narrative reports or summaries of change of status or holdings. a. NWCM copy. Arranged chronologically.	Permanent N01-0064-1987-0001 Item 1406-4a PERMANENT. Cut off as of September 30, 1980, and transfer to NARA in 2001. Thereafter, cut off every 10 years. Transfer to NARA in 10-year blocks when 20 years old. (N1-64-87-1)
1406 Change of Status Files 1406-4b	Documents created to record changes in the volume and custody of accessioned records holdings, as well as descriptive information on records series. Periodic statistical or narrative reports or summaries of change of status or holdings. b. Other offices.	Temporary N01-0064-1987-0001 Item 1406-4b Cut off annually. Destroy when 2 years old. (N1-64-87-1)
1406 Change of Status Files 1406-5a	Documents created to record changes in the volume and custody of accessioned records holdings, as well as descriptive information on records series. NARS A-1 System containing the automated Change of Status - below Record Group Level and other machine-readable descriptions of NARA holdings. a. Master file with related documentation. Arranged by record group and subgroup.	Temporary N01-0064-2003-0003 Item 1a Destroy when no longer needed for current operations. (N1-64-03-3, item 1a)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1406 Change of Status Files 1406-5b	Documents created to record changes in the volume and custody of accessioned records holdings, as well as descriptive information on records series. NARS A-1 System containing the automated Change of Status - below Record Group Level and other machine-readable descriptions of NARA holdings. b. Microfiche of NARS A-1.	Temporary N01-0064-2003-0003 Item 1b Destroy when no longer needed for current operations. (N1-64-03-3, item 1b)
1406 Change of Status Files 1406-6a	Documents created to record changes in the volume and custody of accessioned records holdings, as well as descriptive information on records series. Change of Holdings Tracking System (formerly titled "Record Group Statistics and Analysis [NARS A-1 1/2 or A-B-C Lists])." Statistics and other analyses of holdings by record group, custodial unit, and type of record. a. Master file with related documentation. Arranged by record group and subgroup, custodial unit, or type of record.	Permanent N01-0064-1987-0001 Item 1406-6a PERMANENT. Transfer to NARA when no longer needed for current operations. (N1-64-87-1)
1406 Change of Status Files 1406-6b	Documents created to record changes in the volume and custody of accessioned records holdings, as well as descriptive information on records series. Change of Holdings Tracking System (formerly titled "Record Group Statistics and Analysis [NARS A-1 1/2 or A-B-C Lists])." Statistics and other analyses of holdings by record group, custodial unit, and type of record. b. FY End Report. Arranged by record group and subgroup, custodial unit, or type of record.	Temporary N01-0064-2003-0003 Item 2 Destroy when no longer needed for current operations. (N1-64-03-3, item 2)
1406 Change of Status Files 1406-6c	Documents created to record changes in the volume and custody of accessioned records holdings, as well as descriptive information on records series. Change of Holdings Tracking System (formerly titled "Record Group Statistics and Analysis [NARS A-1 1/2 or A-B-C Lists])." Statistics and other analyses of holdings by record group, custodial unit, and type of record. c. Quarterly Report.	Temporary N01-0064-1987-0001 Item 1406-6c Destroy when superseded. (N1-64-87-1)
1407 Agency Background Files 1407	Reference files used for research into functions and recordkeeping practices of Federal agencies or offices whose records are accessioned by NARA. Included are: · Records management surveys; · Copies of SF 115s, Request for Records Disposition Authority; · Manuals, directives, and other issuances relating to the management and filing of agency records; · Copies of agency directories; and · Related records.	Temporary N01-0064-1987-0001 Item 1407 Destroy when superseded OR obsolete. (N1-64-87-1)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
Acquisition and Disposal of Donated Materials 1408 Presidential Acquisition and Facility Files 1408-1	Presidential Acquisition and Facility Files Basic acquisition documents for Presidential papers and facilities maintained in NL Central Office. Included are correspondence, letters of intent, deeds of gift, and other legal documents, including original legal documents concerning Presidential papers and facilities. Arranged by name of President and thereunder chronologically.	Permanent N01-0064-1987-0001 Item 1408-1 PERMANENT. Cut off upon completion of acquisition. Transfer to NARA in 5-year blocks when 25 years old. (N1-64-87-1)
1408 Presidential Acquisition and Facility Files 1408-2	Presidential Acquisition and Facility Files Background papers, including correspondence with the White House, Congress, and other interested agencies, persons, and foundations; building drawings; blueprints; and related records. Files are maintained in NL Central Office. Arranged by name of President.	Permanent N01-0064-1987-0001 Item 1408-2 PERMANENT. Cut off when no longer needed for current operations. Transfer to NARA when 30 years old. (N1-64-87-1)
1409 Acquisition Case Files 1409-1	Documents accumulated in soliciting and acquiring donated historical materials and oral history interviews by Presidential libraries and NW. Acquisition case file maintained in unit of custody. Included are deeds of gift, donor information, correspondence, and related records. Arranged alphabetically by last name of donor or by record group.	Permanent N01-0064-1987-0001 Item 1409-1 PERMANENT. Transfer to NARA when no longer needed for current operations. (N1-64-87-1)
1409 Acquisition Case Files 1409-2	Documents accumulated in soliciting and acquiring donated historical materials and oral history interviews by Presidential libraries and NW. Working papers and copies in other offices.	Temporary N01-0064-1987-0001 Item 1409-2 Destroy when no longer needed. (N1-64-87-1)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1409 Acquisition Case Files 1409-3	Documents accumulated in soliciting and acquiring donated historical materials and oral history interviews by Presidential libraries and NW. Acquisition logs or registers.	Permanent N01-0064-1987-0001 Item 1409-3 PERMANENT. Transfer to NARA when no longer needed for current operations OR when 30 years old, whichever is SOONER. (N1-64-87-1)
1410 Museum Item Case Files 1410	Documents accumulated in acquiring, describing, maintaining, servicing, documenting, and preserving museum objects. Included are correspondence, exhibit reports, condition reports, photographs, and related records. Arranged by accession number.	Permanent N01-0064-1987-0001 Item 1410 PERMANENT. Transfer to NARA when no longer needed for current operations OR when 30 years old, whichever is SOONER. (N1-64-87-1)
1411 Donated Historical Materials Disposal Case Files 1411-1	Documents created in the disposal of donated (or purchased) materials in the holdings of Presidential libraries and museums. Included are requests for disposal authority, endorsement sheets, forms used, and related records. Record copies maintained in the Presidential libraries. Arranged alphabetically by last name.	Permanent N01-0064-1987-0001 Item 1411-1 PERMANENT. Cut off annually. Transfer to NARA in 10-year blocks when 10 years old. (N1-64-87-1)
1411 Donated Historical Materials Disposal Case Files 1411-2	Documents created in the disposal of donated (or purchased) materials in the holdings of Presidential libraries and museums. Included are requests for disposal authority, endorsement sheets, forms used, and related records. Other copies.	Temporary N01-0064-1987-0001 Item 1411-2 Cut off annually. Destroy when no longer needed for current reference AND operations. (N1-64-87-1)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
Arrangement, Description, and Publication Projects 1412 Project Administration Files 1412	Documents accumulated in the overall administration of project work, including: memoranda, instructions, procedures, policy statements, guidelines, general program plans, reference materials, and related records.	Temporary N01-0064-1987-0001 Item 1412 Destroy when superseded, obsolete, OR no longer needed for current operations. (N1-64-87-1)
1413 Project Case Files 1413-1	Files created to document individual archival or museum projects of arrangement, description, access, automation, and publication. Included are: · Project descriptions, plans, and authorizations; · Background and reference materials; · Any completed publication or other final product; · SF 135s; · Registration and restriction materials used to make the various statements; and · Other records related to that record group. Record copy of unpublished project product. (For published products, see file no. 1005, "NARA Publications.") Arranged numerically by record group number.	Permanent N01-0064-1990-0001 Item 1413-1 PERMANENT. Cut off when 10 years old. Transfer to NARA in 5-year blocks when 15 years old. (N1-64-90-1)
1413 Project Case Files 1413-2	Files created to document individual archival or museum projects of arrangement, description, access, automation, and publication. Included are: · Project descriptions, plans, and authorizations; · Background and reference materials; · Any completed publication or other final product; · SF 135s; · Registration and restriction materials used to make the various statements; and · Other records related to that record group. Other records.	Temporary N01-0064-1987-0001 Item 1413-2 Cut off following completion of project. Destroy when 2 years old IF no longer needed for reference OR current operations. (N1-64-87-1)
1414 Project Control and Assignment Files 1414	Documents created within a custodial unit for administrative control of archival and museum project assignments and work. Included are work assignment registers, project control sheets, and related forms and records.	Temporary N01-0064-1990-0001 Item 1414 Cut off following completion of project. Destroy when 5 years old. (N1-64-90-1)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
Records Restriction 1415 Records Restriction Files 1415-1	Records Restriction Files Documents accumulated in establishing limitations on access to records accessioned by NARA. Included are general information, regulations, directives, statements on access restrictions, case files, and related records. Arranged by record group number.	Permanent N01-0064-1987-0001 Item 1415-1 PERMANENT. Cut off and transfer to NARA when no longer needed for current operations OR when 30 years old, whichever is SOONER. (N1-64-87-1)
1415 Records Restriction Files 1415-2	Records Restriction Files Documents accumulated in interpreting deeds of gift, restriction statements, and other limitations on access to materials donated to or acquired by Presidential libraries. Included are general information on restrictions, access precedent files, and related records. Arranged alphabetically.	Permanent N01-0064-1987-0001 Item 1415-2 PERMANENT. Cut off following expiration or removal of restrictions. Transfer to NARA when no longer needed for current operations OR when 30 years old, whichever is SOONER. (N1-64-87-1)
1415 Records Restriction Files 1415-3	Records Restriction Files Other records.	Temporary N01-0064-1987-0001 Item 1415-3 Destroy when no longer needed for reference. (N1-64-87-1)
1415 Records Restriction Files 1415-4	Records Restriction Files Interagency Agreement on Access. Documents accumulated in establishing and interpreting the "Interagency Agreement on Access for Official Agency Historians." Included are signed acceptances of agreement, correspondence with agencies interested in acceding to the agreement, general information, instructions to NARA staff on implementation, requests for access under the agreement, case files, and related records. Arranged chronologically.	Permanent N01-0064-1987-0001 Item 1415-4 PERMANENT. Cut off when superseded. Transfer to NARA in 5-year blocks when 5 years old. (N1-64-87-1)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1416 Nixon Presidential Materials Special Access Files 1416-1	Documents created in granting restricted access to the Nixon papers, which are neither "accessioned records" nor "donated historical materials" as described in this chapter. Access is limited to the former President's designated agents and Government agencies, if needed for ongoing Government business. Access is also obtained when NARA becomes a third party in litigation involving these materials. Otherwise, there is no public access to the papers. Other copies and working papers.	Temporary N01-0064-1987-0001 Item 1416-2 Destroy when 10 years old OR when no longer needed for legal requirements OR current reference. (N1-64-87-1)
1416 Nixon Presidential Materials Special Access Files 1416-2	Documents created in granting restricted access to the Nixon papers, which are neither "accessioned records" nor "donated historical materials" as described in this chapter. Access is limited to the former President's designated agents and Government agencies, if needed for ongoing Government business. Access is also obtained when NARA becomes a third party in litigation involving these materials. Otherwise, there is no public access to the papers. Completed Presidential Historical Materials Receipts.	Temporary N01-0064-1987-0001 Item 1416-3 Place in inactive file after material is returned. Cut off file annually. Destroy when 10 years old OR when no longer needed for legal requirements OR current reference. (N1-64-87-1).

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
Reference and Reproduction Services 1417 Reference and Reproduction Administration Files 1417	Documents accumulated in the general operation of reference and reproduction services, including: procedures; instructions; guidelines; policy statements; form letter responses to inquiries; reference materials; price lists; reproduction and authentication information; information on office copying, duplication, and photo labs; and related records.	Temporary N01-0064-1987-0001 Item 1417 Destroy when superseded OR obsolete. (N1-64-87-1)
1418 Researcher Application and Authorization Files 1418-1a	Records accumulated in issuing researcher identification cards, acquainting researchers with research room regulations, authorizing access to restricted or security-classified materials, and tracking movement of researchers within the Archives II Hoyer Research Complex. Included are: · Researcher applications (e.g., the NA Form 14003, Researcher Application, and the NA Form 14003A, Research Application - Presidential Libraries) and related forms; · Researcher Registration System Database; · Records related to applications, including researcher-signed research room regulations and correspondence; · Access requests and official documents authorizing or denying individual's access to restricted materials; · Letters of introduction; · An electronic database of applications information; and; · Researcher Registration System Identipass subsystem data. Researcher Application Forms. a. Issuing office.	Temporary N01-0064-1990-0001 Item 1418-1a Cut off annually. Transfer to records center when 3 years old. Destroy when 25 years old. (N1-64-90-1)
1418 Researcher Application and Authorization Files 1418-1b	Records accumulated in issuing researcher identification cards, acquainting researchers with research room regulations, authorizing access to restricted or security-classified materials, and tracking movement of researchers within the Archives II Hoyer Research Complex. Included are: · Researcher applications (e.g., the NA Form 14003, Researcher Application, and the NA Form 14003A, Research Application - Presidential Libraries) and related forms; · Researcher Registration System Database; · Records related to applications, including researcher-signed research room regulations and correspondence; · Access requests and official documents authorizing or denying individual's access to restricted materials; · Letters of introduction; · An electronic database of applications information; and; · Researcher Registration System Identipass subsystem data. Researcher Application Forms. b. Other offices.	Temporary N01-0064-1987-0001 Item 1418-1b Cut off annually. Destroy when 1 year old. (N1-64-87-1)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1418 Researcher Application and Authorization Files 1418-1c1	Records accumulated in issuing researcher identification cards, acquainting researchers with research room regulations, authorizing access to restricted or security-classified materials, and tracking movement of researchers within the Archives II Hoyer Research Complex. Included are: · Researcher applications (e.g., the NA Form 14003, Researcher Application, and the NA Form 14003A, Research Application - Presidential Libraries) and related forms; · Researcher Registration System Database; · Records related to applications, including researcher-signed research room regulations and correspondence; · Access requests and official documents authorizing or denying individual's access to restricted materials; · Letters of introduction; · An electronic database of applications information; and; · Researcher Registration System Identipass subsystem data. Researcher Application Forms. c. Researcher Registration System Database. (1) Annual snapshot of entire database maintained offline.	Temporary N01-0064-2002-0003 Item 1 Destroy when 25 years old. (N1-64-02-3, item 1)
1418 Researcher Application and Authorization Files 1418-1c2	Records accumulated in issuing researcher identification cards, acquainting researchers with research room regulations, authorizing access to restricted or security-classified materials, and tracking movement of researchers within the Archives II Hoyer Research Complex. Included are: · Researcher applications (e.g., the NA Form 14003, Researcher Application, and the NA Form 14003A, Research Application - Presidential Libraries) and related forms; · Researcher Registration System Database; · Records related to applications, including researcher-signed research room regulations and correspondence; · Access requests and official documents authorizing or denying individual's access to restricted materials; · Letters of introduction; · An electronic database of applications information; and; · Researcher Registration System Identipass subsystem data. Researcher Application Forms. c. Researcher Registration System Database. (2) Live data maintained on servers.	Temporary N01-0064-2002-0003 Item 2 Delete when 3 years old. (N1-64-02-3, item 2)
1418 Researcher Application and Authorization Files 1418-2a	Records accumulated in issuing researcher identification cards, acquainting researchers with research room regulations, authorizing access to restricted or security-classified materials, and tracking movement of researchers within the Archives II Hoyer Research Complex. Included are: · Researcher applications (e.g., the NA Form 14003, Researcher Application, and the NA Form 14003A, Research Application - Presidential Libraries) and related forms; · Researcher Registration System Database; · Records related to applications, including researcher-signed research room regulations and correspondence; · Access requests and official documents authorizing or denying individual's access to restricted materials; · Letters of introduction; · An electronic database of applications information; and; · Researcher Registration System Identipass subsystem data. Other records related to researcher applications. a. Custodial unit research room regulations signed and acknowledged by researchers.	Temporary N01-0064-1987-0001 Item 1418-2a Cut off annually. Destroy when 1 year old. (N1-64-87-1)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1418 Researcher Application and Authorization Files 1418-2b	Records accumulated in issuing researcher identification cards, acquainting researchers with research room regulations, authorizing access to restricted or security-classified materials, and tracking movement of researchers within the Archives II Hoyer Research Complex. Included are: · Researcher applications (e.g., the NA Form 14003, Researcher Application, and the NA Form 14003A, Research Application - Presidential Libraries) and related forms; · Researcher Registration System Database; · Records related to applications, including researcher-signed research room regulations and correspondence; · Access requests and official documents authorizing or denying individual's access to restricted materials; · Letters of introduction; · An electronic database of applications information; and; · Researcher Registration System Identipass subsystem data. Other records related to researcher applications. b. Correspondence and other records.	Temporary N01-0064-1987-0001 Item 1418-2b Cut off annually. Destroy when 2 years old. (N1-64-87-1)
1418 Researcher Application and Authorization Files 1418-3	Records accumulated in issuing researcher identification cards, acquainting researchers with research room regulations, authorizing access to restricted or security-classified materials, and tracking movement of researchers within the Archives II Hoyer Research Complex. Included are: · Researcher applications (e.g., the NA Form 14003, Researcher Application, and the NA Form 14003A, Research Application - Presidential Libraries) and related forms; · Researcher Registration System Database; · Records related to applications, including researcher-signed research room regulations and correspondence; · Access requests and official documents authorizing or denying individual's access to restricted materials; · Letters of introduction; · An electronic database of applications information; and; · Researcher Registration System Identipass subsystem data. Applications for access to classified and restricted materials, including documentation of the researcher's clearance for such access, and related records.	Temporary N01-0064-1987-0001 Item 1418-3 Destroy 2 years after declassification of requested materials. (N1-64-87-1)
1418 Researcher Application and Authorization Files 1418-4	Records accumulated in issuing researcher identification cards, acquainting researchers with research room regulations, authorizing access to restricted or security-classified materials, and tracking movement of researchers within the Archives II Hoyer Research Complex. Included are: · Researcher applications (e.g., the NA Form 14003, Researcher Application, and the NA Form 14003A, Research Application - Presidential Libraries) and related forms; · Researcher Registration System Database; · Records related to applications, including researcher-signed research room regulations and correspondence; · Access requests and official documents authorizing or denying individual's access to restricted materials; · Letters of introduction; · An electronic database of applications information; and; · Researcher Registration System Identipass subsystem data. Records relating to requests for access to donor-restricted materials.	Temporary N01-0064-1987-0001 Item 1418-4 Destroy 2 years after opening of requested materials. (N1-64-87-1)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1418 Researcher Application and Authorization Files 1418-5	Records accumulated in issuing researcher identification cards, acquainting researchers with research room regulations, authorizing access to restricted or security-classified materials, and tracking movement of researchers within the Archives II Hoyer Research Complex. Included are: · Researcher applications (e.g., the NA Form 14003, Researcher Application, and the NA Form 14003A, Research Application - Presidential Libraries) and related forms; · Researcher Registration System Database; · Records related to applications, including researcher-signed research room regulations and correspondence; · Access requests and official documents authorizing or denying individual's access to restricted materials; · Letters of introduction; · An electronic database of applications information; and; · Researcher Registration System Identipass subsystem data. Electronic database of researcher applications used as a finding aid and to prepare statistical reports and mailing lists.	Temporary N01-0064-1990-0001 Item 1418-5 Cut off when 2 years old. Maintain on backup disk and delete 1 year later. (N1-64-90-1)
1418 Researcher Application and Authorization Files 1418-6	Records accumulated in issuing researcher identification cards, acquainting researchers with research room regulations, authorizing access to restricted or security-classified materials, and tracking movement of researchers within the Archives II Hoyer Research Complex. Included are: · Researcher applications (e.g., the NA Form 14003, Researcher Application, and the NA Form 14003A, Research Application - Presidential Libraries) and related forms; · Researcher Registration System Database; · Records related to applications, including researcher-signed research room regulations and correspondence; · Access requests and official documents authorizing or denying individual's access to restricted materials; · Letters of introduction; · An electronic database of applications information; and; · Researcher Registration System Identipass subsystem data. Researcher Registration System Identipass subsystem data, maintained on system servers, recording researcher movement within the Archives II Hoyer Research Complex.	Temporary N01-0064-2002-0003 Item 3 Delete when 5 years old. (N1-64-02-3, item 3)
1419 Research Room Use Files 1419-1	Documents created in recording researcher use of central, custodial unit, and library research rooms. Included are research room registers such as: NA Form 14004, Register of Researchers; NA Form 14004A, Control Reference Staff; NA Form 14004B, Register of Microfilm Researchers; NA Form 14013, Presidential Libraries Research Room Register; and related records. Research room use for which researcher identification cards are needed.	Temporary N01-0064-1987-0001 Item 1419-1 Cut off annually. Transfer to records center when 1 year old. Destroy when 25 years old. (N1-64-87-1)
1419 Research Room Use Files 1419-2	Documents created in recording researcher use of central, custodial unit, and library research rooms. Included are research room registers such as: NA Form 14004, Register of Researchers; NA Form 14004A, Control Reference Staff; NA Form 14004B, Register of Microfilm Researchers; NA Form 14013, Presidential Libraries Research Room Register; and related records. Research room use for which no research card is needed.	Temporary N01-0064-1990-0001 Item 1419-2 Cut off annually. Destroy when 5 years old. (N1-64-90-1)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1419 Research Room Use Files 1419-3a	Documents created in recording researcher use of central, custodial unit, and library research rooms. Included are research room registers such as: NA Form 14004, Register of Researchers; NA Form 14004A, Control Reference Staff; NA Form 14004B, Register of Microfilm Researchers; NA Form 14013, Presidential Libraries Research Room Register; and related records. Public-use personal computer (PC) user logs and system audit data used to record public access on research room PCs and to detect inappropriate use. a. Log sheets signed by researchers registering to use public-use PCs.	Temporary N01-0064-2002-0007 Item 1419-3a Cut off monthly. Destroy 60 days after cutoff. (N1-64-02-7)
1419 Research Room Use Files 1419-3b	Documents created in recording researcher use of central, custodial unit, and library research rooms. Included are research room registers such as: NA Form 14004, Register of Researchers; NA Form 14004A, Control Reference Staff; NA Form 14004B, Register of Microfilm Researchers; NA Form 14013, Presidential Libraries Research Room Register; and related records. Public-use personal computer (PC) user logs and system audit data used to record public access on research room PCs and to detect inappropriate use. b. Audit data recording Internet use activity on public-use PCs.	Temporary N01-0064-2002-0007 Item 1419-3b Cut off monthly. Destroy 60 days after cutoff. (N1-64-02-7)
1420 Research Room Reference Service Files 1420-1	Documents created in providing records to researchers in central, custodial, and library research rooms. Included are NA Forms 14001, Reference Service Slips; other forms that identify the records being used by a researcher; and related records. Copies of reference service slips (pink copies) that record dates and times of researcher use and what materials were furnished. NOTE: Reference service slips for records serviced only in separate custodial unit research rooms also fall under 1420-1.	Temporary N01-0064-1987-0001 Item 1420-1 Cut off annually. Transfer to records center when 1 year old. Destroy when 25 years old. (N1-64-87-1)
1420 Research Room Reference Service Files 1420-2	Documents created in providing records to researchers in central, custodial, and library research rooms. Included are NA Forms 14001, Reference Service Slips; other forms that identify the records being used by a researcher; and related records. Duplicate copies of reference service slips (white copies) retained in custodial units for materials sent to a central research room.	Temporary N01-0064-1987-0001 Item 1420-2 This disposition has been suspended pending approval of a new schedule. [Cut off annually. Destroy when 2 years old. (N1-64-87-1)]

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1420 Research Room Reference Service Files 1420-3	Documents created in providing records to researchers in central, custodial, and library research rooms. Included are NA Forms 14001, Reference Service Slips; other forms that identify the records being used by a researcher; and related records. Other records.	Temporary N01-0064-1987-0001 Item 1420-3 Cut off annually. Destroy when 2 years old. (N1-64-87-1)
1421 Reference Service Communication Files 1421-1	Documents created or accumulated in providing reference service to mail, telephone, or electronically transmitted inquiries from Federal agencies, researchers, the general public, and NARA offices. Reference service is provided for general and specific requests for information on or copies from NARA holdings. Included are original incoming correspondence or records of non-written inquiries, copies of replies, and related supporting materials. The files may include copies of reproduction service forms. (See file no. 1423, "Reproduction Service Files.") Communications control files which include registers and logs (including automated logs) that list incoming reference requests and replies with related information.	Temporary N01-0064-1987-0001 Item 1421-1 Cut off annually. Destroy when 2 years old. (N1-64-87-1)
1421 Reference Service Communication Files 1421-2	Documents created or accumulated in providing reference service to mail, telephone, or electronically transmitted inquiries from Federal agencies, researchers, the general public, and NARA offices. Reference service is provided for general and specific requests for information on or copies from NARA holdings. Included are original incoming correspondence or records of non-written inquiries, copies of replies, and related supporting materials. The files may include copies of reproduction service forms. (See file no. 1423, "Reproduction Service Files.") Routine inquiries and replies and related records.	Temporary N01-0064-1987-0001 Item 1421-2 Cut off annually. Destroy when 2 years old. (N1-64-87-1)
1421 Reference Service Communication Files 1421-3	Documents created or accumulated in providing reference service to mail, telephone, or electronically transmitted inquiries from Federal agencies, researchers, the general public, and NARA offices. Reference service is provided for general and specific requests for information on or copies from NARA holdings. Included are original incoming correspondence or records of non-written inquiries, copies of replies, and related supporting materials. The files may include copies of reproduction service forms. (See file no. 1423, "Reproduction Service Files.") Correspondence and supporting documents, maintained at the branch or library level, relating to: significant persons, subjects, or events; noted researchers or research projects; or replies involving repetitive, difficult, or complex research.	Temporary N01-0064-1987-0001 Item 1421-3 Destroy when no longer needed for current operations. (N1-64-87-1)
1421 Reference Service Communication Files 1421-4	Documents created or accumulated in providing reference service to mail, telephone, or electronically transmitted inquiries from Federal agencies, researchers, the general public, and NARA offices. Reference service is provided for general and specific requests for information on or copies from NARA holdings. Included are original incoming correspondence or records of non-written inquiries, copies of replies, and related supporting materials. The files may include copies of reproduction service forms. (See file no. 1423, "Reproduction Service Files.") Reading files of reference correspondence, including extra copies of outgoing letters.	Temporary N01-0064-1987-0001 Item 1421-4 Destroy when no longer needed for reference. (N1-64-87-1)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1421 Reference Service Communication Files 1421-5	Documents created or accumulated in providing reference service to mail, telephone, or electronically transmitted inquiries from Federal agencies, researchers, the general public, and NARA offices. Reference service is provided for general and specific requests for information on or copies from NARA holdings. Included are original incoming correspondence or records of non-written inquiries, copies of replies, and related supporting materials. The files may include copies of reproduction service forms. (See file no. 1423, "Reproduction Service Files.") Routine requests for information and copies of forms and publications, in both paper and electronic formats, which require no research for reply. Also includes copies of replies that may be created.	Temporary N01-0064-2002-0008 Item 1 Destroy when request is fulfilled. (N1-64-02-8, item 1)
1422 Freedom of Information Act (FOIA) and Mandatory Review Requests Files 1422-1a	Files created in response to FOIA and mandatory review requests for information from accessioned records in the custody of NARA. Included are original requests, copies of replies, and related supporting materials. (For files on FOIA requests for operational records, see Chapter 10.) Communications control files which include registers and logs (including automated logs) that list incoming requests, replies, and related information. a. Log maintained in NW.	Temporary Use GRS_4-2-040
1422 Freedom of Information Act (FOIA) and Mandatory Review Requests Files 1422-1b	Files created in response to FOIA and mandatory review requests for information from accessioned records in the custody of NARA. Included are original requests, copies of replies, and related supporting materials. (For files on FOIA requests for operational records, see Chapter 10.) Communications control files which include registers and logs (including automated logs) that list incoming requests, replies, and related information. b. Other files maintained at the branch level.	Temporary Use GRS_4-2-040
1422 Freedom of Information Act (FOIA) and Mandatory Review Requests Files 1422-2	Files created in response to FOIA and mandatory review requests for information from accessioned records in the custody of NARA. Included are original requests, copies of replies, and related supporting materials. (For files on FOIA requests for operational records, see Chapter 10.) Documents maintained at the branch level relating to those records where originating agency authority is needed or NW has denied access to all or part of the requested records. Included in these authority case files are the original request, a copy of the reply, agency authorization or denial, and supporting materials. Arranged by FOIA number.	Temporary Use GRS_4-2-020

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1422 Freedom of Information Act (FOIA) and Mandatory Review Requests Files 1422-3	Files created in response to FOIA and mandatory review requests for information from accessioned records in the custody of NARA. Included are original requests, copies of replies, and related supporting materials. (For files on FOIA requests for operational records, see Chapter 10.) Routine FOIA inquiries and replies and related records, granting complete access to all of the requested records or responding to requests for nonexistent records.	Temporary Use GRS_4-2-020
1422 Freedom of Information Act (FOIA) and Mandatory Review Requests Files 1422-4	Files created in response to FOIA and mandatory review requests for information from accessioned records in the custody of NARA. Included are original requests, copies of replies, and related supporting materials. (For files on FOIA requests for operational records, see Chapter 10.) FOIA inquiries and replies and related records, denying access to all or part of the requested records maintained in NW.	Temporary Use GRS_4-2-020
1422 Freedom of Information Act (FOIA) and Mandatory Review Requests Files 1422-5a	Files created in response to FOIA and mandatory review requests for information from accessioned records in the custody of NARA. Included are original requests, copies of replies, and related supporting materials. (For files on FOIA requests for operational records, see Chapter 10.) Files created in responding to appeals under the FOIA for release of information denied by NARA. Includes the original letter, a copy of the reply, and related supporting documents. a. Files created prior to April 1, 1985, and maintained by NW. Arranged chronologically.	Temporary Use GRS_4-2-020
1422 Freedom of Information Act (FOIA) and Mandatory Review Requests Files 1422-5b	Files created in response to FOIA and mandatory review requests for information from accessioned records in the custody of NARA. Included are original requests, copies of replies, and related supporting materials. (For files on FOIA requests for operational records, see Chapter 10.) Files created in responding to appeals under the FOIA for release of information denied by NARA. Includes the original letter, a copy of the reply, and related supporting documents. b. Files created after April 1, 1985, and maintained by the Deputy Archivist (ND). Arranged chronologically.	Temporary Use GRS_4-2-020

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1422 Freedom of Information Act (FOIA) and Mandatory Review Requests Files 1422-5c	Files created in response to FOIA and mandatory review requests for information from accessioned records in the custody of NARA. Included are original requests, copies of replies, and related supporting materials. (For files on FOIA requests for operational records, see Chapter 10.) Files created in responding to appeals under the FOIA for release of information denied by NARA. Includes the original letter, a copy of the reply, and related supporting documents. c. Files maintained in other offices.	Temporary Use GRS_4-2-020
1423 Reproduction Service Files 1423-1	Documents created in filling requests for photographic, photostatic, electrostatic, electronic, printed, recorded, or other reproductions of accessioned records and donated materials; requests for authentication of such reproductions; requests for authorization to reproduce restricted material; and related records. Included are: · Correspondence requesting reproduction or authentication services and price quotations; · Reproduction or authentication service orders; and · Forms used, such as the National Archives Trust Fund (NATF) Form 72, Order for Reproduction Services. NOTE: Copies of extensive reproduction service orders that relate to significant use of NARA holdings (e.g., for a book, exhibit, or film), or to a significant researcher or research topic, should be retained in the custodial unit finding aids. See file no. 1425. Register or log of reproduction requests and service orders.	Temporary N01-0064-1987-0001 Item 1423-1 Cut off annually. Destroy when 2 years old. (N1-64-87-1)
1423 Reproduction Service Files 1423-2	Documents created in filling requests for photographic, photostatic, electrostatic, electronic, printed, recorded, or other reproductions of accessioned records and donated materials; requests for authentication of such reproductions; requests for authorization to reproduce restricted material; and related records. Included are: · Correspondence requesting reproduction or authentication services and price quotations; · Reproduction or authentication service orders; and · Forms used, such as the National Archives Trust Fund (NATF) Form 72, Order for Reproduction Services. NOTE: Copies of extensive reproduction service orders that relate to significant use of NARA holdings (e.g., for a book, exhibit, or film), or to a significant researcher or research topic, should be retained in the custodial unit finding aids. See file no. 1425. Reproduction requests, requests for authentication, related correspondence, service orders, invoices from contractors, and related records.	Temporary N01-0064-1987-0001 Item 1423-2 Cut off annually. Destroy when 2 years old. (N1-64-87-1)
1423 Reproduction Service Files 1423-3	Documents created in filling requests for photographic, photostatic, electrostatic, electronic, printed, recorded, or other reproductions of accessioned records and donated materials; requests for authentication of such reproductions; requests for authorization to reproduce restricted material; and related records. Included are: · Correspondence requesting reproduction or authentication services and price quotations; · Reproduction or authentication service orders; and · Forms used, such as the National Archives Trust Fund (NATF) Form 72, Order for Reproduction Services. NOTE: Copies of extensive reproduction service orders that relate to significant use of NARA holdings (e.g., for a book, exhibit, or film), or to a significant researcher or research topic, should be retained in the custodial unit finding aids. See file no. 1425. Documents authorizing or NOT authorizing the reproduction of agency or donor-restricted, or copyrighted materials. Included are: · Requests for authorization and replies; · Letters from copyright and proprietary rights' owners granting or denying permission for NARA to furnish reproductions; · Letters of indemnification; and · Related records.	Temporary N01-0064-1987-0001 Item 1423-3 Cut off annually. Destroy when 5 years old. (N1-64-87-1)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1424 Agency Loan Files 1424-1	Agency Loan Files Documents created in making accessioned records available to the originating Federal agency for temporary loan. Included are: · Requests for loans; · External loan receipts; · Loan registers; · Forms (e.g., NA Form 14014, NARA Loan Receipt); and · Related records.	Temporary N01-0064-1987-0001 Item 1424-1 Cut off annually following return and inspection of loaned items. Destroy when 1 year old. (N1-64-87-1)
1424 Agency Loan Files 1424-2	Agency Loan Files Documents relating to unrecoverable loans and permanent withdrawals.	Permanent N01-0064-1990-0001 Item 1424-2 File under file no. 1405-2, "Records Accession Files: Accession dossiers relating to the destruction, loss, or removal of records."
1424 Agency Loan Files 1424-3	Agency Loan Files Registers or logs of agency loans, external loan receipts, and related records.	Temporary N01-0064-1987-0001 Item 1424-3 Cut off annually following return and inspection of loaned items. Destroy when 1 year old. (N1-64-87-1)
1425 Finding Aid Files 1425	Documents accumulated to assist researchers and NARA staff in accessing and finding accessioned records and donated materials. These documents are usually created by NARA or by the originating agency or individual. Included are: copies of published and unpublished finding aids, lists, reference reports, copies of reference replies, indexes, inventories, series descriptions, descriptions of NARA holdings, copies of published articles, books, pamphlets, and other publications.	Temporary N01-0064-1987-0001 Item 1425 Retain for current reference. Destroy when superseded OR obsolete. (N1-64-87-1)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
Declassification 1426 Declassification Policy Files 1426-1	Records created or accumulated in requesting, establishing, interpreting, implementing, authorizing, and providing guidance in the use of declassification instructions and policies. Included are correspondence, memoranda, authorizations, directives, revisions, corrections, interpretations, and related records. Arranged alphabetically. Documents created in obtaining authorization and guidance for declassifying security-classified information or material originated by the U.S. Government or by organizations concerned within their area of security interest.	Permanent N01-0064-1987-0001 Item 1426-1 PERMANENT. Cut off when superseded. Transfer to NARA in 5-year blocks when 5 years old. (N1-64-87-1)
1426 Declassification Policy Files 1426-2	Records created or accumulated in requesting, establishing, interpreting, implementing, authorizing, and providing guidance in the use of declassification instructions and policies. Included are correspondence, memoranda, authorizations, directives, revisions, corrections, interpretations, and related records. Arranged alphabetically. Documents created in obtaining authorization and guidance for declassifying security-classified information or material originated by foreign Governments or by international organizations concerned within their area of security interest.	Permanent N01-0064-1987-0001 Item 1426-2 PERMANENT. Cut off when superseded. Transfer to NARA in 5-year blocks when 5 years old. (N1-64-87-1)
1427 Declassification Information Files 1427-1	Records created in providing general information to the public and members of Congress about NARA declassification programs. Included are requests for information, replies, and related records. Routine inquiries, replies, and related records.	Temporary N01-0064-1987-0001 Item 1427-1 Cut off annually. Destroy when 2 years old. (N1-64-87-1)
1427 Declassification Information Files 1427-2	Records created in providing general information to the public and members of Congress about NARA declassification programs. Included are requests for information, replies, and related records. Replies involving unusually difficult or complex research, noted researchers or research projects, or significant persons, events, or subjects likely to have further inquiries.	Temporary N01-0064-1987-0001 Item 1427-2 Destroy when no longer needed for current operations. (N1-64-87-1)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1428 Declassification Project Files 1428-1	Declassification review case files created in conducting FOIA, mandatory, special, and systematic reviews of security-classified materials in Federal and non-Federal repositories, Presidential libraries, and NARA custodial units. Record copy of final declassification report for each project. Arranged by type of review and thereunder by project number.	Permanent N01-0064-1987-0001 Item 1428-1 PERMANENT. Cut off annually. Transfer to NARA in 5-year blocks when 15 years old. (N1-64-87-1)
1428 Declassification Project Files 1428-2	Declassification review case files created in conducting FOIA, mandatory, special, and systematic reviews of security-classified materials in Federal and non-Federal repositories, Presidential libraries, and NARA custodial units. Researcher and agency requests for FOIA and mandatory reviews; repository and custodial unit requests for systematic reviews; agency coordination correspondence; GSA Form 7130s, Declassification Review Worksheet, showing items withdrawn and agency review determinations; copies of GSA Form 1237s, Classified Accountability Record, and NA Form 14014s; other loan records; recommendations for bulk declassification; and related records.	Temporary N01-0064-1990-0001 Item 1428-2 Cut off annually upon completion of project. Destroy when no longer needed for current operations. (N1-64-90-1)
1428 Declassification Project Files 1428-3	Declassification review case files created in conducting FOIA, mandatory, special, and systematic reviews of security-classified materials in Federal and non-Federal repositories, Presidential libraries, and NARA custodial units. Transmittal memoranda and declassification worksheets which do NOT reflect items withdrawn or agency determinations.	Temporary N01-0064-1987-0001 Item 1428-3 Cut off annually upon completion of project. Destroy when 1 year old. (N1-64-87-1)
1429 Inventory of Withdrawn Documents 1429-1	Automated inventory containing the project number, date, classification level, agency, re-review date, reason for withdrawal, and location for each document withdrawn during declassification review. Master file. Arranged by record group and project number.	Temporary N01-0064-1987-0001 Item 1429-1 Destroy when no longer needed for current operations. (N1-64-87-1)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1429 Inventory of Withdrawn Documents 1429-2	Automated inventory containing the project number, date, classification level, agency, re-review date, reason for withdrawal, and location for each document withdrawn during declassification review. Top Secret inventory.	Temporary N01-0064-1987-0001 Item 1429-2 Destroy when superseded OR canceled. (N1-64-87-1)
1429 Inventory of Withdrawn Documents 1429-3	Automated inventory containing the project number, date, classification level, agency, re-review date, reason for withdrawal, and location for each document withdrawn during declassification review. Project report.	Permanent N01-0064-1987-0001 Item 1429-3 File with record copy of final declassification report. (See file no. 1428-1 for disposition instructions.) (N1-64-87-1)
1429 Inventory of Withdrawn Documents 1429-4	Automated inventory containing the project number, date, classification level, agency, re-review date, reason for withdrawal, and location for each document withdrawn during declassification review. Statistical Report of Items Withdrawn.	Temporary N01-0064-1987-0001 Item 1429-4 Cut off annually. Destroy when no longer needed for current operations. (N1-64-87-1)
1429 Inventory of Withdrawn Documents 1429-5	Automated inventory containing the project number, date, classification level, agency, re-review date, reason for withdrawal, and location for each document withdrawn during declassification review. Special reports.	Temporary N01-0064-1987-0001 Item 1429-5 Destroy when superseded, canceled OR when no longer needed for current operations. (N1-64-87-1)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1430 Declassification Log System 1430	Automated log containing statistics and brief narrative information on the status of declassification projects, including begin and end dates and project statistics.	Temporary N01-0064-1987-0001 Item 1430 Destroy when superseded OR obsolete. (N1-64-87-1)
1431 Declassification Planning Files 1431	Documents accumulated from reviewing project work and which are used for planning and replying to inquiries from custodial units. Included are copies of reports, inventories, and finding aids, and project summaries.	Temporary N01-0064-1987-0001 Item 1431 Destroy when no longer needed for current reference AND operations. (N1-64-87-1)
1432 Declassification Report Files 1432-1	Documents created in preparing the Annual Report to the Information Security Oversight Office (ISOO) on NARA declassification programs and any special reports for ISOO. Record copy of annual and special reports.	Temporary N01-0064-1987-0001 Item 1432-1 Cut off annually. Destroy when no longer needed for reference. (N1-64-87-1)
1432 Declassification Report Files 1432-2	Documents created in preparing the Annual Report to the Information Security Oversight Office (ISOO) on NARA declassification programs and any special reports for ISOO. Other records and nonrecord material (e.g., working papers and extra copies of reports).	Temporary N01-0064-1987-0001 Item 1432-2 Destroy 1 year after report is submitted AND approved. (N1-64-87-1)
1433 Security Clearance Certification Files 1433	Records accumulated in ascertaining the security clearance of military or other non-NARA personnel involved in the NARA declassification program. Included are requests for security clearances, copies of replies, and related records.	Temporary N01-0064-1987-0001 Item 1433 Cut off annually. Destroy 2 years after clearance has been approved. (N1-64-87-1)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
Preservation 1434 Preservation Administration Files 1434	Documents accumulated in the general operation of preservation activities, including: technical data and studies, reference materials, plans, instructions, procedures, guidelines, policy, specifications, and related records. Included are subject files of general information on: preservation methods, materials, conditions, controls, problems, solutions, and treatments; and preservation of types of records.	Temporary N01-0064-1987-0001 Item 1434 Destroy when superseded OR obsolete. (N1-64-87-1)
1435 Preservation Project Control and Assignment Files 1435-1	Records accumulated in recording the activities of NARA preservation labs. Included are preservation logs, schedules, laboratory work books, assignment registers, program plans, proposals, and related records. Preservation Master Log.	Temporary N01-0064-1987-0001 Item 1435-1 Cut off annually. Microfilm when 2 years old. Destroy after microfilm is verified. (N1-64-87-1)
1435 Preservation Project Control and Assignment Files 1435-2	Records accumulated in recording the activities of NARA preservation labs. Included are preservation logs, schedules, laboratory work books, assignment registers, program plans, proposals, and related records. Preservation Master Log - Microfilm Copy. Arranged chronologically.	Permanent N01-0064-1987-0001 Item 1435-2 PERMANENT. Transfer to NARA after film is verified in accordance with the standards set forth in 36 CFR 1230.14. (N1-64-87-1)
1435 Preservation Project Control and Assignment Files 1435-3	Records accumulated in recording the activities of NARA preservation labs. Included are preservation logs, schedules, laboratory work books, assignment registers, program plans, proposals, and related records. Logs and Registers.	Temporary N01-0064-1987-0001 Item 1435-3 Cut off following completion or other termination of work. Destroy when 2 years old. (N1-64-87-1)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1435 Preservation Project Control and Assignment Files 1435-4	Records accumulated in recording the activities of NARA preservation labs. Included are preservation logs, schedules, laboratory work books, assignment registers, program plans, proposals, and related records. Other records.	Temporary N01-0064-1987-0001 Item 1435-4 Cut off following completion or other termination of work. Destroy when 3 years old. (N1-64-87-1)
1436 Preservation Project Case Files 1436-1	Case files that document preservation projects undertaken for individual items, selected groupings, or whole collections of accessioned records or donated materials. Included are: preservation or conservation proposals and plans; conservators' condition reports and treatment reports; photographs; forms used to document work completed; contracts; and related records. Forms used include: NATF Form 72-H, Request for Conservation Treatment; NA Form 14043, Film Inspection Record; and GSA Form 7276, Document Preservation History. Case files relating to preservation projects for individual items, selected groups of records, or whole collections. Arranged by record group number.	Permanent N01-0064-1987-0001 Item 1436-1 PERMANENT. Cut off annually. Transfer to NARA when no longer needed for reference. (N1-64-87-1)
1436 Preservation Project Case Files 1436-2	Case files that document preservation projects undertaken for individual items, selected groupings, or whole collections of accessioned records or donated materials. Included are: preservation or conservation proposals and plans; conservators' condition reports and treatment reports; photographs; forms used to document work completed; contracts; and related records. Forms used include: NATF Form 72-H, Request for Conservation Treatment; NA Form 14043, Film Inspection Record; and GSA Form 7276, Document Preservation History. Other records in custodial units.	Temporary N01-0064-1987-0001 Item 1436-2 Cut off after completion of work Transfer to records center 5 years after cutoff. Destroy when 10 years old. (N1-64-87-1)
1436 Preservation Project Case Files 1436-3	Case files that document preservation projects undertaken for individual items, selected groupings, or whole collections of accessioned records or donated materials. Included are: preservation or conservation proposals and plans; conservators' condition reports and treatment reports; photographs; forms used to document work completed; contracts; and related records. Forms used include: NATF Form 72-H, Request for Conservation Treatment; NA Form 14043, Film Inspection Record; and GSA Form 7276, Document Preservation History. Other offices.	Temporary N01-0064-1987-0001 Item 1436-3 Cut off after completion of work. Destroy when 2 years old. (N1-64-87-1)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1436 Preservation Project Case Files 1436-4	Case files that document preservation projects undertaken for individual items, selected groupings, or whole collections of accessioned records or donated materials. Included are: preservation or conservation proposals and plans; conservators' condition reports and treatment reports; photographs; forms used to document work completed; contracts; and related records. Forms used include: NATF Form 72-H, Request for Conservation Treatment; NA Form 14043, Film Inspection Record; and GSA Form 7276, Document Preservation History. Documents relating to preservation of museum holdings (if kept separate from file no. 1410, "Museum Item Case Files"). Arranged by project title.	Permanent N01-0064-1987-0001 Item 1436-4 PERMANENT. Cut off annually. Transfer to records center 5 years after cutoff. Transfer to NARA in 5-year blocks when 10 years old. (N1-64-87-1)
1436 Preservation Project Case Files 1436-5a	Case files that document preservation projects undertaken for individual items, selected groupings, or whole collections of accessioned records or donated materials. Included are: preservation or conservation proposals and plans; conservators' condition reports and treatment reports; photographs; forms used to document work completed; contracts; and related records. Forms used include: NATF Form 72-H, Request for Conservation Treatment; NA Form 14043, Film Inspection Record; and GSA Form 7276, Document Preservation History. Charters Monitoring System Files. Imaging and related records used for analytical digital image processing for the Charters of Freedom and other very important documents. a. Project case files.	Permanent N01-0064-1995-0002 Item 6a PERMANENT. See file no. 1436-1 for disposition instructions. (N1-64-95-2, item 6a)
1436 Preservation Project Case Files 1436-5b	Case files that document preservation projects undertaken for individual items, selected groupings, or whole collections of accessioned records or donated materials. Included are: preservation or conservation proposals and plans; conservators' condition reports and treatment reports; photographs; forms used to document work completed; contracts; and related records. Forms used include: NATF Form 72-H, Request for Conservation Treatment; NA Form 14043, Film Inspection Record; and GSA Form 7276, Document Preservation History. Charters Monitoring System Files. Imaging and related records used for analytical digital image processing for the Charters of Freedom and other very important documents. b. Digital image tapes.	Temporary N01-0064-1995-0002 Item 6b Delete when no longer needed for technical evaluation OR administrative purposes. (N1-64-95-2, item 6b)
1436 Preservation Project Case Files 1436-5c	Case files that document preservation projects undertaken for individual items, selected groupings, or whole collections of accessioned records or donated materials. Included are: preservation or conservation proposals and plans; conservators' condition reports and treatment reports; photographs; forms used to document work completed; contracts; and related records. Forms used include: NATF Form 72-H, Request for Conservation Treatment; NA Form 14043, Film Inspection Record; and GSA Form 7276, Document Preservation History. Charters Monitoring System Files. Imaging and related records used for analytical digital image processing for the Charters of Freedom and other very important documents. c. Imaging system documentation.	Temporary N01-0064-1995-0002 Item 6c Destroy when superseded OR obsolete. (N1-64-95-2, item 6c)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1437 Preservation Research and Testing Files 1437-1	Records created by NARA Research and Testing Laboratory in: researching the causes of records deterioration and methods and materials for arresting deterioration; rehabilitating, reproducing, and preserving records and other archival materials; and testing of archival and conservation materials. Research Case Files. Case files on research relating to paper, paper chemistry, non-paper materials, and related subjects; and watermark files. Included are test results, test reports, and logs. Arranged by subject.	Permanent N01-0064-1987-0001 Item 1437-1 PERMANENT. Transfer to NARA when no longer needed for reference OR current operations. (N1-64-87-1)
1437 Preservation Research and Testing Files 1437-2	Records created by NARA Research and Testing Laboratory in: researching the causes of records deterioration and methods and materials for arresting deterioration; rehabilitating, reproducing, and preserving records and other archival materials; and testing of archival and conservation materials. Testing files. Records concerning specific ongoing quality assurance testing of archival and conservation supplies. Included are residual thiosulfate tests of processed microfilm, tests of other paper and non-paper materials, and related records.	Temporary N01-0064-1987-0001 Item 1437-2 Destroy when superseded OR obsolete. (N1-64-87-1)
1438 Environmental Condition Reports 1438-1a	Documents created to monitor environmental conditions in NARA records holding areas. (See file no. 632 for "Environmental Condition Operating Records.") Summary reports a. Summary reports maintained by Chemistry Laboratory.	Temporary N01-0064-1987-0001 Item 1438-1a Cut off annually. Destroy when 15 years old. (N1-64-87-1)
1438 Environmental Condition Reports 1438-1b	Documents created to monitor environmental conditions in NARA records holding areas. (See file no. 632 for "Environmental Condition Operating Records.") Summary reports b. Other copies.	Temporary N01-0064-1987-0001 Item 1438-1b Destroy when 2 years old. (N1-64-87-1)
1438 Environmental Condition Reports 1438-2	Documents created to monitor environmental conditions in NARA records holding areas. (See file no. 632 for "Environmental Condition Operating Records.") Weekly hygrometric charts and other records.	Temporary N01-0064-1987-0001 Item 1438-2 Cut off annually. Destroy when 2 years old. N1-64-87-1)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1439 Preservation Monthly Report to Archivist 1439-1	Narrative and statistical report on preservation activities submitted monthly to the Archivist by the Preservation Officer. Official copy maintained by Preservation Officer. Arranged chronologically.	Permanent N01-0064-1987-0001 Item 1439-1 PERMANENT. Cut off annually. Transfer to NARA in 10-year blocks when 10 years old. (N1-64-87-1)
1439 Preservation Monthly Report to Archivist 1439-2	Narrative and statistical report on preservation activities submitted monthly to the Archivist by the Preservation Officer. Other copies.	Temporary N01-0064-1987-0001 Item 1439-2 Destroy when no longer needed for reference. (N1-64-87-1)
1440 Preservation Survey Files 1440-1	Records concerning periodic preservation surveys completed to monitor the condition of NARA records, including textual records, microfilm holdings, motion pictures, photographs, and magnetic tapes. Correspondence, survey forms, survey reports, and supporting statistical data maintained by Preservation Officer. Arranged by survey.	Permanent N01-0064-1987-0001 Item 1440-1 PERMANENT. Cut off after completion of survey. Transfer to NARA in 5-year blocks when 10 years old. (N1-64-87-1)
1440 Preservation Survey Files 1440-2	Records concerning periodic preservation surveys completed to monitor the condition of NARA records, including textual records, microfilm holdings, motion pictures, photographs, and magnetic tapes. Working papers and other copies.	Temporary N01-0064-1987-0001 Item 1440-2 Destroy after completion of survey. (N1-64-87-1)
1441 Precious Metals Report 1441	Annual report and background materials on NARA activities regarding precious metals recovery.	Temporary N01-0064-1987-0001 Item 1441 Cut off annually. Destroy when 3 years old. (N1-64-87-1)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
Records Storage and Security 1442 Records Storage and Security Files 1442-1	Records Storage and Security Files Records accumulated in creating and maintaining special storage systems for important accessioned records and historical materials in NARA. Included are records relating to the display systems for the Charters of Freedom in the National Archives Building and the Halon protection system. Arranged by name of case file.	Permanent N01-0064-1987-0001 Item 1442-1 PERMANENT. Transfer to NARA when no longer needed for current operations. (N1-64-87-1)
1442 Records Storage and Security Files 1442-2	Records Storage and Security Files Records created in controlling the physical location of accessioned records and donated materials in NARA. Included are shelf lists, location registers, and related forms and records.	Temporary N01-0064-1987-0001 Item 1442-2 Destroy when superseded OR obsolete. (N1-64-87-1)
1442 Records Storage and Security Files 1442-3	Records Storage and Security Files Specially Protected Area Security Files. Check sheets or logs used to record entry and exit, and daily security checks of storage areas used for records and/or artifacts requiring maximum security (i.e., because of their intrinsic value).	Temporary Use GRS_5-6-111
Library Collections 1443 Library Administrative Files 1443-1a	Library administrative files relating to the development, maintenance, and use of library collections. Files are maintained in the Archives Library Information Center and Presidential libraries. Included are: · Records of acquisitions of books, serials, and other library materials by accession, gift, exchange, purchase, or loan; · Inter-library loans and circulation records; · Shelf lists, catalog cards, and other finding aids; · Bibliographies, reference reports; and book reviews, and; · Related records. Acquisition records of library materials for the library collections or for other NARA units. a. Exchange agreements.	Temporary N01-0064-1987-0001 Item 1443-1a Destroy when superseded OR obsolete. (N1-64-87-1)
1443 Library Administrative Files 1443-1b	Library administrative files relating to the development, maintenance, and use of library collections. Files are maintained in the Archives Library Information Center and Presidential libraries. Included are: · Records of acquisitions of books, serials, and other library materials by accession, gift, exchange, purchase, or loan; · Inter-library loans and circulation records; · Shelf lists, catalog cards, and other finding aids; · Bibliographies, reference reports; and book reviews, and; · Related records. Acquisition records of library materials for the library collections or for other NARA units. b. Records of purchased materials.	Temporary N01-0064-1987-0001 Item 1443-1b Cut off annually. Destroy when 3 years old. (N1-64-87-1)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1443 Library Administrative Files 1443-1c	Library administrative files relating to the development, maintenance, and use of library collections. Files are maintained in the Archives Library Information Center and Presidential libraries. Included are: · Records of acquisitions of books, serials, and other library materials by accession, gift, exchange, purchase, or loan; · Inter-library loans and circulation records; · Shelf lists, catalog cards, and other finding aids; · Bibliographies, reference reports; and book reviews, and; · Related records. Acquisition records of library materials for the library collections or for other NARA units. c. Gift records.	Temporary N01-0064-1987-0001 Item 1443-1c Cut off annually. Destroy when 5 years old. (N1-64-87-1)
1443 Library Administrative Files 1443-2a	Library administrative files relating to the development, maintenance, and use of library collections. Files are maintained in the Archives Library Information Center and Presidential libraries. Included are: · Records of acquisitions of books, serials, and other library materials by accession, gift, exchange, purchase, or loan; · Inter-library loans and circulation records; · Shelf lists, catalog cards, and other finding aids; · Bibliographies, reference reports; and book reviews, and; · Related records. Loan Records. a. Inter-library loan records.	Temporary N01-0064-1987-0001 Item 1443-2a Place in inactive file after return of loaned materials. Cut off annually. Destroy when 2 years old. (N1-64-87-1)
1443 Library Administrative Files 1443-2b	Library administrative files relating to the development, maintenance, and use of library collections. Files are maintained in the Archives Library Information Center and Presidential libraries. Included are: · Records of acquisitions of books, serials, and other library materials by accession, gift, exchange, purchase, or loan; · Inter-library loans and circulation records; · Shelf lists, catalog cards, and other finding aids; · Bibliographies, reference reports; and book reviews, and; · Related records. Loan Records. b. Circulation records.	Temporary N01-0064-1987-0001 Item 1443-2b Destroy when superseded OR obsolete. (N1-64-87-1)
1443 Library Administrative Files 1443-3	Library administrative files relating to the development, maintenance, and use of library collections. Files are maintained in the Archives Library Information Center and Presidential libraries. Included are: · Records of acquisitions of books, serials, and other library materials by accession, gift, exchange, purchase, or loan; · Inter-library loans and circulation records; · Shelf lists, catalog cards, and other finding aids; · Bibliographies, reference reports; and book reviews, and; · Related records. Shelf lists, catalog cards, and other finding aids.	Temporary N01-0064-1987-0001 Item 1443-3 Destroy when superseded OR obsolete, OR when library item has been deaccessioned. (N1-64-87-1)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1443 Library Administrative Files 1443-4a	Library administrative files relating to the development, maintenance, and use of library collections. Files are maintained in the Archives Library Information Center and Presidential libraries. Included are: · Records of acquisitions of books, serials, and other library materials by accession, gift, exchange, purchase, or loan; · Inter-library loans and circulation records; · Shelf lists, catalog cards, and other finding aids; · Bibliographies, reference reports; and book reviews, and; · Related records. Records relating to bibliographic or reference reports prepared by staff. a. Bibliographic or reference reports prepared by staff.	Temporary N01-0064-1987-0001 Item 1443-4a Destroy when no longer needed for reference. (N1-64-87-1)
1443 Library Administrative Files 1443-4b	Library administrative files relating to the development, maintenance, and use of library collections. Files are maintained in the Archives Library Information Center and Presidential libraries. Included are: · Records of acquisitions of books, serials, and other library materials by accession, gift, exchange, purchase, or loan; · Inter-library loans and circulation records; · Shelf lists, catalog cards, and other finding aids; · Bibliographies, reference reports; and book reviews, and; · Related records. Records relating to bibliographic or reference reports prepared by staff. b. Other records.	Temporary N01-0064-1987-0001 Item 1443-4b Cut off annually. Destroy when 2 years old. (N1-64-87-1)
1444 Database Files 1444	Machine-readable records stored in local database containing bibliographic and non-bibliographic information.	Temporary N01-0064-1990-0001 Item 1444 Destroy when superseded, obsolete, OR no longer needed for reference. (N1-64-90-1)
1445 Reference Correspondence 1445	Correspondence received and replies furnished.	Temporary N01-0064-1990-0001 Item 1445 Cut off annually. Destroy when 1 year old. (N1-64-90-1)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
Integrated Pest Management 1446 Integrated Pest Management (IPM) Program 1446-1	Integrated Pest Management (IPM) Program All records created and maintained for the IPM function and activities relating to prevention of and response to pest infestation. Excludes final IPM reports, responses, findings, and assessments cited in file nos. 1446-2 and 1446-3.	Temporary DAA-0064-2016-0008 Item 1 Cut off annually or when superseded. Destroy 7 years after cutoff. (DAA-0064-2016-0008-0001)
1446 Integrated Pest Management (IPM) Program 1446-2	Integrated Pest Management (IPM) Program Final IPM reports, responses, findings, and assessments created to comply with various statutory and other requirements associated with NARA-owned facilities.	Temporary DAA-0064-2016-0008 Item 2 Close when final reports, findings, etc. are issued. Cut off closed files annually. Destroy 10 years after cutoff. (DAA-0064-2016-0008-0002)
1446 Integrated Pest Management (IPM) Program 1446-3	Integrated Pest Management (IPM) Program Final IPM reports, responses, findings, and assessments created to comply with various statutory and other requirements associated with NARA-occupied (i.e., not owned) facilities.	Temporary DAA-0064-2016-0008 Item 3 Close when final reports, findings, etc. are issued. Cut off closed files annually. Destroy 1 year after end of facility occupancy. (DAA-0064-2016-0008-0003)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
Presidential Records Act (PRA) Public Release and Special Access Notification Files 1447 Presidential Records Act (PRA) Public Release and Special Access Notification Files 1447-1	NARA operates Presidential libraries for administrations dating back to President Herbert Hoover (March 1929 - March 1933). As of the start of President Ronald Reagan's term in office (January 20, 1981 - January 20, 1989), the Presidential Records Act (PRA) of 1978 (44 U.S.C. 2201-2209, as amended), has governed records created by the President, Vice President, their immediate staffs, and units or individuals of the Executive Office of the President and Office of the Vice President whose function is to advise and assist the President and the Vice President respectively. NARA's regulations for implementing the PRA are found in 36 CFR Part 1270. As of the approved date of this records schedule, the PRA statute applies to records at the "PRA" libraries for former Presidents and Vice Presidents beginning with the Reagan administration of all future Presidents and Vice Presidents. In accordance with the PRA, NARA's Presidential Materials Division (LM) must formally notify representatives of the incumbent President and relevant former President before Presidential records may be released to the public. The same procedures are followed for proposed disclosures of Vice-Presidential records whereby a representative of the pertinent former Vice President is also formally notified. LM sends formal letters to the representatives, notifying them of Presidential/Vice-Presidential records proposed for opening following a Freedom of Information Act (FOIA) access request or completion of a systematic processing project. The PRA allows representatives of the incumbent President, former President, and former Vice President (for Vice-Presidential records only) 60 working days (with one 30-working day extension option) in which to determine if the incumbent President or former President plan(s) to assert a claim of executive privilege. Representatives may respond to LM to officially release the records, or not respond to the notification and simply let the 60-day time period elapse, thereby automatically releasing the records at the end of the time period. Pursuant to 44 U.S.C. 2205, a court of competent jurisdiction, the incumbent President (if needed for conduct of current business), and either House of Congress or a congressional committee or subcommittee can request access to Presidential and Vice-Presidential records in NARA's legal custody that are not yet available to the public. If documents responsive to these "special access" requests are located, LM provides notice to representatives of the former President and Vice President (for Vice-Presidential records only), as well as the incumbent President (if request is from a court or Congress). Representatives of the former President and incumbent President (as applicable) are given 30 calendar days in which to invoke a claim of executive privilege. The time frame may be less than 30 days depending upon the circumstances of the special access request (per 36 CFR 1270.46[d]). If representatives do not respond to LM by the specified date, NARA discloses the records to the requester. PRA Public Release and Special Access Notification Files The Presidential Materials Division (LM) keeps the following records in both public release and special access notification files: correspondence between LM Director/archival policy staff and all other parties (FOIA/special access requesters, PRA libraries, and representatives of incumbent President and former Presidents and Vice Presidents); paper copies of all formal letters sent to representatives and their official responses; and print-outs of case file information from LM Notification Database. For public release notifications only, LM maintains "Library Release Notice" memoranda to notify PRA libraries that they may send copies of responsive records to requesters. This schedule item is not media-neutral because it applies only to paper records.	Temporary DAA-0064-2017-0002 Item 1 Cut off case file at end of the fiscal year (FY) in which notification case is closed. Destroy 25 year(s) after cutoff. (DAA-0064-2017-0002-0001)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1447 Presidential Records Act (PRA) Public Release and Special Access Notification Files 1447-2	NARA operates Presidential libraries for administrations dating back to President Herbert Hoover (March 1929 - March 1933). As of the start of President Ronald Reagan's term in office (January 20, 1981 - January 20, 1989), the Presidential Records Act (PRA) of 1978 (44 U.S.C. 2201-2209, as amended), has governed records created by the President, Vice President, their immediate staffs, and units or individuals of the Executive Office of the President and Office of the Vice President whose function is to advise and assist the President and the Vice President respectively. NARA's regulations for implementing the PRA are found in 36 CFR Part 1270. As of the approved date of this records schedule, the PRA statute applies to records at the "PRA" libraries for former Presidents and Vice Presidents beginning with the Reagan administration of all future Presidents and Vice Presidents. In accordance with the PRA, NARA's Presidential Materials Division (LM) must formally notify representatives of the incumbent President and relevant former President before Presidential records may be released to the public. The same procedures are followed for proposed disclosures of Vice-Presidential records whereby a representative of the pertinent former Vice President is also formally notified. LM sends formal letters to the representatives, notifying them of Presidential/Vice-Presidential records proposed for opening following a Freedom of Information Act (FOIA) access request or completion of a systematic processing project. The PRA allows representatives of the incumbent President, former President, and former Vice President (for Vice-Presidential records only) 60 working days (with one 30-working day extension option) in which to determine if the incumbent President or former President plan(s) to assert a claim of executive privilege. Representatives may respond to LM to officially release the records, or not respond to the notification and simply let the 60-day time period elapse, thereby automatically releasing the records at the end of the time period. Pursuant to 44 U.S.C. 2205, a court of competent jurisdiction, the incumbent President (if needed for conduct of current business), and either House of Congress or a congressional committee or subcommittee can request access to Presidential and Vice-Presidential records in NARA's legal custody that are not yet available to the public. If documents responsive to these "special access" requests are located, LM provides notice to representatives of the former President and Vice President (for Vice-Presidential records only), as well as the incumbent President (if request is from a court or Congress). Representatives of the former President and incumbent President (as applicable) are given 30 calendar days in which to invoke a claim of executive privilege. The time frame may be less than 30 days depending upon the circumstances of the special access request (per 36 CFR 1270.46[d]). If representatives do not respond to LM by the specified date, NARA discloses the records to the requester. Prominent PRA Public Release and Special Access Notification Files of Historical Importance to NARA Prominent notification files may contain correspondence with the incumbent President and former Presidents, in addition to the same records as public release and special access notification files. Cases in which files are deemed "prominent" are when: (1) a claim of executive privilege has been made by an incumbent or former President; or (2) requested Presidential/Vice-Presidential records pertain to notable persons or subjects in American government, culture, and/or history. Notable persons may hold/have held high-level positions in the executive, legislative, and/or judicial branches at [the] federal and/or state levels. For example, public release and special access notifications may concern Presidential/Vice-Presidential records regarding high-ranking advisers and nominees to the President's Cabinet and the Supreme Court. Noteworthy subjects in Presidential/Vice-Presidential records may cover significant one-time events (e.g., landmark court cases), commissions of high importance (e.g., 9/11 Commission), or complex issues in domestic and international affairs (e.g., homeland security, tax reform, environment, Middle East policies) spanning one or more administrations. Prominent notification files have historical value insofar as they document topics of interest in Presidential/Vice-Presidential records dating from more than 25 years ago. This schedule item is not media-neutral because it applies only to paper records.	Permanent DAA-0064-2017-0002 Item 2 PERMANENT. Cut off case file at end of the fiscal year (FY) in which notification case is closed. Transfer to the National Archives in 5 year blocks 25 year(s) after cutoff of latest closed case files. (DAA-0064-2017-0002-0002)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1447 Presidential Records Act (PRA) Public Release and Special Access Notification Files 1447-3	NARA operates Presidential libraries for administrations dating back to President Herbert Hoover (March 1929 - March 1933). As of the start of President Ronald Reagan's term in office (January 20, 1981 - January 20, 1989), the Presidential Records Act (PRA) of 1978 (44 U.S.C. 2201-2209, as amended), has governed records created by the President, Vice President, their immediate staffs, and units or individuals of the Executive Office of the President and Office of the Vice President whose function is to advise and assist the President and the Vice President respectively. NARA's regulations for implementing the PRA are found in 36 CFR Part 1270. As of the approved date of this records schedule, the PRA statute applies to records at the "PRA" libraries for former Presidents and Vice Presidents beginning with the Reagan administration of all future Presidents and Vice Presidents. In accordance with the PRA, NARA's Presidential Materials Division (LM) must formally notify representatives of the incumbent President and relevant former President before Presidential records may be released to the public. The same procedures are followed for proposed disclosures of Vice-Presidential records whereby a representative of the pertinent former Vice President is also formally notified. LM sends formal letters to the representatives, notifying them of Presidential/Vice-Presidential records proposed for opening following a Freedom of Information Act (FOIA) access request or completion of a systematic processing project. The PRA allows representatives of the incumbent President, former President, and former Vice President (for Vice-Presidential records only) 60 working days (with one 30-working day extension option) in which to determine if the incumbent President or former President plan(s) to assert a claim of executive privilege. Representatives may respond to LM to officially release the records, or not respond to the notification and simply let the 60-day time period elapse, thereby automatically releasing the records at the end of the time period. Pursuant to 44 U.S.C. 2205, a court of competent jurisdiction, the incumbent President (if needed for conduct of current business), and either House of Congress or a congressional committee or subcommittee can request access to Presidential and Vice-Presidential records in NARA's legal custody that are not yet available to the public. If documents responsive to these "special access" requests are located, LM provides notice to representatives of the former President and Vice President (for Vice-Presidential records only), as well as the incumbent President (if request is from a court or Congress). Representatives of the former President and incumbent President (as applicable) are given 30 calendar days in which to invoke a claim of executive privilege. The time frame may be less than 30 days depending upon the circumstances of the special access request (per 36 CFR 1270.46[d]). If representatives do not respond to LM by the specified date, NARA discloses the records to the requester. PRA Public Release and Special Access Notifications – Reference Files Reference files include copies of Presidential and Vice-Presidential records held by the relevant PRA library or LM. The copies are provided to the representatives of the incumbent President and former President and Vice President for their review. LM requests copies of records from the libraries and LM's archival team and then provides the copies to the representatives on an on-demand basis.	Temporary DAA-0064-2017-0002 Item 3 Cut off files when notification case is closed. Destroy when no longer needed for reference purposes. (DAA-0064-2017-0002-0003)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1447 Presidential Records Act (PRA) Public Release and Special Access Notification Files 1447-4	NARA operates Presidential libraries for administrations dating back to President Herbert Hoover (March 1929 - March 1933). As of the start of President Ronald Reagan's term in office (January 20, 1981 - January 20, 1989), the Presidential Records Act (PRA) of 1978 (44 U.S.C. 2201-2209, as amended), has governed records created by the President, Vice President, their immediate staffs, and units or individuals of the Executive Office of the President and Office of the Vice President whose function is to advise and assist the President and the Vice President respectively. NARA's regulations for implementing the PRA are found in 36 CFR Part 1270. As of the approved date of this records schedule, the PRA statute applies to records at the "PRA" libraries for former Presidents and Vice Presidents beginning with the Reagan administration of all future Presidents and Vice Presidents. In accordance with the PRA, NARA's Presidential Materials Division (LM) must formally notify representatives of the incumbent President and relevant former President before Presidential records may be released to the public. The same procedures are followed for proposed disclosures of Vice-Presidential records whereby a representative of the pertinent former Vice President is also formally notified. LM sends formal letters to the representatives, notifying them of Presidential/Vice-Presidential records proposed for opening following a Freedom of Information Act (FOIA) access request or completion of a systematic processing project. The PRA allows representatives of the incumbent President, former President, and former Vice President (for Vice-Presidential records only) 60 working days (with one 30-working day extension option) in which to determine if the incumbent President or former President plan(s) to assert a claim of executive privilege. Representatives may respond to LM to officially release the records, or not respond to the notification and simply let the 60-day time period elapse, thereby automatically releasing the records at the end of the time period. Pursuant to 44 U.S.C. 2205, a court of competent jurisdiction, the incumbent President (if needed for conduct of current business), and either House of Congress or a congressional committee or subcommittee can request access to Presidential and Vice-Presidential records in NARA's legal custody that are not yet available to the public. If documents responsive to these "special access" requests are located, LM provides notice to representatives of the former President and Vice President (for Vice-Presidential records only), as well as the incumbent President (if request is from a court or Congress). Representatives of the former President and incumbent President (as applicable) are given 30 calendar days in which to invoke a claim of executive privilege. The time frame may be less than 30 days depending upon the circumstances of the special access request (per 36 CFR 1270.46[d]). If representatives do not respond to LM by the specified date, NARA discloses the records to the requester. Presidential Materials Division (LM) Notification Database LM maintains a database for tracking public release and special access notification cases pertaining to Presidential and Vice-Presidential records. This database has entries for both temporary notification case files (DAA-0064-2017-0002-0001) and permanent ("prominent") case files (DAA-0064-2017-0002-0002). All cases are assigned a case number. At a minimum, the type of notification (e.g., systematic processing project, FOIA requester, special access requester) and requested materials (pages/electronic files/photographs processed, restricted, and proposed for opening) are included in each entry. LM files print-outs in both the temporary and permanent files for notification cases. This schedule item is not media-neutral because it applies only to electronic records.	Temporary DAA-0064-2017-0002 Item 4 Delete entries for individual cases when entries are no longer needed for reference purposes. (DAA-0064-2017-0002-0004)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
Regional Archives Inspection 1450 Regional Archives Inspection Files 1450	Correspondence, memoranda, reports, and other records relating to the inspection of NARA regional archives. These records are maintained by NR Central Office. NOTE: See file no. 147 (Chapter 1) for records maintained by Federal Records Centers (FRCs), archival operations in the field, and Field Support Offices.	Temporary N01-0064-1987-0001 Item 1450-1 Cut off annually. Destroy when 10 years old. (N1-64-87-1)
Holdings Protection 1451 Holdings Protection Program 1451	The Holdings Protection (HP) program develops and administers policies to enhance holdings protection of original records to reduce loss of and aid in recovery of NARA holdings. The program is administered by the Holdings Protection and Recovery Staff. Records include: HP operational review, advice, and consultation; training; vendor meetings, incident analysis and response; policy development and review; research room and stack surveillance; transport monitoring and escort; and outreach beyond NARA.	Temporary DAA-0064-2011-0001 Item 1 Cut off at end of fiscal year. Destroy 5 years after cutoff. (DAA-0064-2011-0001-0001)
Special Access 1460 John F. Kennedy (JFK) Assassination Records Collection System Files and Database 1460-1	Textual records and automated descriptive data collected pursuant to the President John F. Kennedy Assassination Records Collection Act of 1992 (Pub. L. 102-526, approved October 26, 1992). Summary reports and logs used for tracking the status of agency review of assassination records.	Temporary N01-0064-1995-0002 Item 7a Destroy when superseded OR obsolete. (N1-64-95-2, item 7a)
1460 John F. Kennedy (JFK) Assassination Records Collection System Files and Database 1460-2	Textual records and automated descriptive data collected pursuant to the President John F. Kennedy Assassination Records Collection Act of 1992 (Pub. L. 102-526, approved October 26, 1992). Finding aids created by NARA.	Temporary N01-0064-1995-0002 Item 7c See file no. 1425 for disposition instructions. (N1-64-95-2, item 7c)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1460 John F. Kennedy (JFK) Assassination Records Collection System Files and Database 1460-3	Textual records and automated descriptive data collected pursuant to the President John F. Kennedy Assassination Records Collection Act of 1992 (Pub. L. 102-526, approved October 26, 1992). JFK Master Database. System documentation and NARA-compiled uniform system of records containing all information collected by all agencies, offices, and individuals holding JFK assassination records.	Permanent N01-0064-2000-0007 Item 1 PERMANENT. Transfer to NARA when 10 years old OR when no longer needed for current operations, whichever is LATER. (N1-64-00-7, item 1)
1460 John F. Kennedy (JFK) Assassination Records Collection System Files and Database 1460-4	Textual records and automated descriptive data collected pursuant to the President John F. Kennedy Assassination Records Collection Act of 1992 (Pub. L. 102-526, approved October 26, 1992). JFK Reference System. Public-use version of the JFK Master Database, all restricted fields having been deleted.	Temporary N01-0064-1995-0002 Item 7e Destroy when no longer needed for administrative use. (N1-64-95-2, item 7e)
1461 Liaison/Custodial Functions for JFK Assassination Records Collection 1461-1	The "liaison function" means to interact with agencies and donors in possession or control of "assassination records" (defined in 44 U.S.C. §2107 note) or historical materials in order to obtain physical and legal custody of these records and materials for the permanent JFK Assassination Records Collection ("Collection") at NARA (pursuant to Pub. L. 102-526). · "Agencies" include: the Assassination Records Review Board (1994 - 1998), other executive branch agencies and offices, congressional committees, Federal courts, and other entities in the legislative and judicial branches. · "Donors" are State and local governmental entities, private repositories, and individuals. The "custodial" function consists of: accessioning and processing assassination records and donated materials, managing the Collection, and implementing access policies. Liaison/custodial records arranged by source (e.g., agency or donor) and title (of records or materials). These operational records may include: · E-mail and other types of correspondence; · Memoranda to the file; · Notes of meetings and telephone conversations; · Transfer instruments (i.e., deeds of gift and copies of SF 258s); · Folder title lists, other finding aids, and inventories; · Record identification forms (RIFs); · Delivery and receipt forms; · Press releases; · Testimonies and briefing papers; · Copies of articles; and · Other records created or received by the liaison staff.	Permanent N01-0064-2005-0008 Item 1 PERMANENT. Transfer to NARA when: Liaison/custodial records are no longer needed for reference OR current operations, AND All access issues pertaining to records and materials in the Collection have been resolved. (N1-64-05-8, item 1)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1461 Liaison/Custodial Functions for JFK Assassination Records Collection 1461-2	The "liaison function" means to interact with agencies and donors in possession or control of "assassination records" (defined in 44 U.S.C. §2107 note) or historical materials in order to obtain physical and legal custody of these records and materials for the permanent JFK Assassination Records Collection ("Collection") at NARA (pursuant to Pub. L. 102-526). · "Agencies" include: the Assassination Records Review Board (1994 - 1998), other executive branch agencies and offices, congressional committees, Federal courts, and other entities in the legislative and judicial branches. · "Donors" are State and local governmental entities, private repositories, and individuals. The "custodial" function consists of: accessioning and processing assassination records and donated materials, managing the Collection, and implementing access policies. General subject files relating to policies, work processes (e.g., loans, internal transfers), and issues involving the Collection and sources of assassination records and donated materials, including information about persons and events connected to the 1963 assassination. Operational records may consist of: · E-mail and other types of correspondence; · Memoranda to the file; · Notes of meetings and telephone conversations; · Folder title lists, other finding aids, and inventories; · Press releases; · Testimonies and briefing papers; · Copies of articles; and · Other records created or received by the JFK liaison staff.	Permanent N01-0064-2005-0008 Item 2 PERMANENT. Transfer to NARA individual subject files when they are no longer needed for reference OR current operations. (N1-64-05-8, item 2)
1462 Liaison/Custodial Functions for Records Relating to Special Prosecutors (SPs) and Independent Counsels (ICs) 1462-1	The "liaison function" means interacting with offices of ICs (and predecessors, SPs: 1978 - 1982) to obtain physical and legal custody of all records created or received during the course of SP/IC investigations. The "custodial" function consists of accessioning and processing SP/IC records (RG 449) and implementing access policies. Operational records created and received by the liaison staff may contain sensitive information (e.g., regarding grand juries) that is eligible to be withheld under the FOIA. SP and IC Liaison/custodial records arranged by name of SP or IC. Records may consist of: · E-mail and other types of correspondence; · Memoranda to the file; · Notes of meetings and telephone conversations; · Transfer instruments (Copies of SF 258s); · Folder title lists, other finding aids, and inventories; · Delivery and receipt forms; · Copies of dockets and other legal documents; · Copies of articles; and · Other operational records created or received by the SP/IC liaison staff.	Temporary N01-0064-2005-0007 Item 1 Destroy liaison/custodial records when they: Are no longer needed for reference OR current operations, OR Become superseded OR obsolete (e.g., finding aids that are superseded by newer versions). (N1-64-05-7, item 1)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1462 Liaison/Custodial Functions for Records Relating to Special Prosecutors (SPs) and Independent Counsels (ICs) 1462-2	The "liaison function" means interacting with offices of ICs (and predecessors, SPs: 1978 - 1982) to obtain physical and legal custody of all records created or received during the course of SP/IC investigations. The "custodial" function consists of accessioning and processing SP/IC records (RG 449) and implementing access policies. Operational records created and received by the liaison staff may contain sensitive information (e.g., regarding grand juries) that is eligible to be withheld under the FOIA. General subject files relating to policies, work processes, and issues involving records created or received by SPs and ICs. Operational records may include: · E-mail and other types of correspondence; · Memoranda to the file; · Notes of meetings and telephone conversations; · Folder title lists, other finding aids, and inventories; · Copies of articles; and · Other records created or received by the liaison staff.	Temporary N01-0064-2005-0007 Item 2 Destroy when records (in subject files) are no longer needed for reference OR current operations. (N1-64-05-7, item 2)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
Collections Related to Records Reconstruction 1465 National Personnel Records Center (NPRC) Collection of Military Personnel-Related Records Used in Records Reconstruction 1465	A collection of military personnel-related records obtained from various Federal agencies (principally Army, Air Force, Department of Veterans Affairs, and Government Accountability Office), as well as non-Federal sources, and currently located at NPRC. These records are used by NPRC staff in reconstructing military personnel service records destroyed in the 1973 fire and for verifying individual military service data not recorded in the OMPF. Among the series in this collection are military pay records and final pay vouchers, discharge reports and orders, enlistment registers, clinical cover sheets and patient rosters, unit muster rolls and rosters, morning reports, academic and training records, deserter records, directories, and station lists. Records span the period 1890 through 1963. The volume is ca. 20,000 cubic feet. NOTE: This schedule will apply to any additional bodies of records acquired by NPRC for reconstruction purposes.	Permanent N01-0064-2004-0005 Item 1 PERMANENT. Transfer individual collections to the National Archives 62 years after the date of the most recent record. Earlier transfer is authorized if records are no longer needed to reconstruct military service data for protecting the legal rights of veterans and their next-of-kin and/or establishing their eligibility for benefits. (N1-064-04-5, item 1)
Presidential Libraries 1469 Presidential Electronic Records Library (PERL) - "Review Status" Metadata 1469	The PERL unclassified system is the repository of archival electronic records (distinct datasets) from the Ronald Reagan, George H. W. Bush, and William J. Clinton Presidential administrations. These archival records are in NARA's legal and physical custody as per the provisions of the Presidential Records Act (PRA) (44 USC §2203[f][1]). "Review Status" metadata contain electronic information relating to: · Status and history of release determinations for previously-reviewed records; and · Reviews of single records in a PERL dataset. These reviews are conducted pursuant to PRA and Freedom of Information Act (FOIA) requests, as well as for systematic processing projects. NOTE: This schedule item applies only to data born and maintained digitally.	Temporary DAA-0064-2009-0002 Item 1 Retain metadata for a minimum of 6 years after creation. Delete metadata when no longer needed for administrative, legal, audit, or other operational purposes. (DAA-0064-2009-0002-0001)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1470 Researcher Case Files 1470-1	Documents accumulated while providing services to on-site researchers at a Presidential library. Included are: · Researcher applications (NA Form 14003A or equivalent); · Letters of introduction; · Access requests and agency and/or donor authorizations or denials of access to restricted or copyrighted materials; · Letters of indemnification; · Reference service slips (pink copies of NA Form 14001) or equivalent forms that record dates and times of researcher use, and what materials were furnished; · Original incoming correspondence or records of non-written inquiries, and copies of replies; · Price quotations and orders for reproduction services (NATF Form 72s or equivalent); · Exit evaluations; and · Related records. NOTE: Researcher case files may be established instead of maintaining separate series for each of the records contained in the case file. The creation of these case files is at the discretion of each Presidential library. If maintained, the files must pertain to on-site researchers only. Case files for researchers who have produced significant and/or controversial research.	Permanent N01-0064-2000-0002 Item 1a PERMANENT. Cut off annually. Transfer to NARA 25 years after last transaction with researcher. (N1-64-00-2, item 1a)
1470 Researcher Case Files 1470-2	Documents accumulated while providing services to on-site researchers at a Presidential library. Included are: · Researcher applications (NA Form 14003A or equivalent); · Letters of introduction; · Access requests and agency and/or donor authorizations or denials of access to restricted or copyrighted materials; · Letters of indemnification; · Reference service slips (pink copies of NA Form 14001) or equivalent forms that record dates and times of researcher use, and what materials were furnished; · Original incoming correspondence or records of non-written inquiries, and copies of replies; · Price quotations and orders for reproduction services (NATF Form 72s or equivalent); · Exit evaluations; and · Related records. NOTE: Researcher case files may be established instead of maintaining separate series for each of the records contained in the case file. The creation of these case files is at the discretion of each Presidential library. If maintained, the files must pertain to on-site researchers only. All other researcher case files.	Temporary N01-0064-2000-0002 Item 1b Cut off annually. Destroy 25 years after last transaction with researcher. (N1-64-00-2, item 1b)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
Lifecycle Coordination 1471 Lifecycle Data Management Function 1471-1a	The Lifecycle Data Management Function is responsible for administering, planning, implementing, operating, and maintaining lifecycle data. This includes: · Records related to developing and maintaining lifecycle data standards; · Records generated during the testing and operational phase of any lifecycle data management system; and · Records relating to any activities that support the operation of the data management function. Program Direction. a. Policy documents and project files.	Permanent N01-0064-2005-0005 Item 1a PERMANENT. Cut off at conclusion of project. Transfer to NARA 5 years after cutoff. (N1-64-05-5, item 1a)
1471 Lifecycle Data Management Function 1471-1b	The Lifecycle Data Management Function is responsible for administering, planning, implementing, operating, and maintaining lifecycle data. This includes: · Records related to developing and maintaining lifecycle data standards; · Records generated during the testing and operational phase of any lifecycle data management system; and · Records relating to any activities that support the operation of the data management function. Program Direction. b. All other records (e.g., reports, statistics, and working team files).	Temporary N01-0064-2005-0005 Item 1b Cut off annually. Destroy when 5 years old. (N1-64-05-5, item 1b)
1471 Lifecycle Data Management Function 1471-2a	The Lifecycle Data Management Function is responsible for administering, planning, implementing, operating, and maintaining lifecycle data. This includes: · Records related to developing and maintaining lifecycle data standards; · Records generated during the testing and operational phase of any lifecycle data management system; and · Records relating to any activities that support the operation of the data management function. Program Operation. a. Data management tools (e.g., authority lists and files, data element tables, and thesauri).	Temporary N01-0064-2005-0005 Item 3a Destroy entry or element when superseded, obsolete, OR no longer needed for current reference AND operations. (N1-64-05-5, item 3a)
1471 Lifecycle Data Management Function 1471-2b	The Lifecycle Data Management Function is responsible for administering, planning, implementing, operating, and maintaining lifecycle data. This includes: · Records related to developing and maintaining lifecycle data standards; · Records generated during the testing and operational phase of any lifecycle data management system; and · Records relating to any activities that support the operation of the data management function. Program Operation. b. Data management operation function (includes training, outreach, testing, and informational web pages).	Temporary N01-0064-2005-0005 Item 3b Cut off when superseded, obsolete, OR no longer needed for current reference AND operations. Destroy 5 years after cutoff. (N1-64-05-5, item 3b)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1472 Lifecycle Process Management Function 1472-1	The Lifecycle Process Management Function is responsible for: · Supporting NARA's Records Management Initiatives (RMI) and Electronic Records Archives (ERA) programs; · Promoting compliance with Government Paperwork Elimination Act (GPEA) requirements; · Increasing efficiency and effectiveness of all records lifecycle processes; and · Recreating or re-engineering business practices. Program Direction. Includes charter documents and project files.	Permanent N01-0064-2005-0005 Item 4 PERMANENT. Cut off when superseded. Transfer to NARA 5 years after cutoff. (N1-64-05-5, item 4)
1472 Lifecycle Process Management Function 1472-2a	The Lifecycle Process Management Function is responsible for: · Supporting NARA's Records Management Initiatives (RMI) and Electronic Records Archives (ERA) programs; · Promoting compliance with Government Paperwork Elimination Act (GPEA) requirements; · Increasing efficiency and effectiveness of all records lifecycle processes; and · Recreating or re-engineering business practices. Program Operation. a. Products (e.g., formal comments, approved products, and presentations).	Permanent N01-0064-2005-0005 Item 6a PERMANENT. Cut off at conclusion of function. Transfer to NARA 5 years after cutoff. (N1-64-05-5, item 6a)
1472 Lifecycle Process Management Function 1472-2b	The Lifecycle Process Management Function is responsible for: · Supporting NARA's Records Management Initiatives (RMI) and Electronic Records Archives (ERA) programs; · Promoting compliance with Government Paperwork Elimination Act (GPEA) requirements; · Increasing efficiency and effectiveness of all records lifecycle processes; and · Recreating or re-engineering business practices. Program Operation. b. All other records (e.g., meeting minutes, benchmarking notes, informational web pages, and training materials).	Temporary N01-0064-2005-0005 Item 6b Cut off at completion of project. Destroy 5 years after cutoff. (N1-64-05-5, item 6b)
1473 Lifecycle Data Standards Administration Function 1473-1	The Lifecycle Data Standards Administration Function is responsible for reviewing, implementing, and refining NARA's data standards, specifically in relation to archival description standards. This function also includes records of the third-party appeals board that issues rulings when description reviewers and describers disagree. Program Direction. Includes charter documents.	Permanent N01-0064-2005-0005 Item 7 PERMANENT. Cut off at conclusion of function. Transfer to NARA 5 years after cutoff. (N1-64-05-5, item 7)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1473 Lifecycle Data Standards Administration Function 1473-2a	The Lifecycle Data Standards Administration Function is responsible for reviewing, implementing, and refining NARA's data standards, specifically in relation to archival description standards. This function also includes records of the third-party appeals board that issues rulings when description reviewers and describers disagree. Program Operation. a. Products (e.g., meeting minutes and formal rulings).	Permanent N01-0064-2005-0005 Item 9a PERMANENT. Cut off annually. Transfer to NARA 5 years after cutoff. (N1-64-05-5, item 9a)
1473 Lifecycle Data Standards Administration Function 1473-2b	The Lifecycle Data Standards Administration Function is responsible for reviewing, implementing, and refining NARA's data standards, specifically in relation to archival description standards. This function also includes records of the third-party appeals board that issues rulings when description reviewers and describers disagree. Program Operation. b. All other records (e.g., meeting agendas and position papers).	Temporary N01-0064-2005-0005 Item 9b Cut off annually. Destroy 5 years after cutoff. (N1-64-05-5, item 9b)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
Archival Operations in Field 1474 Archives Services 1474-1a	The Archives Services function is responsible for the accessioning of those records of Federal agencies and other sources determined by the Archivist to have sufficient historical value to warrant continuing their preservation and making them available for reference. At archival operations units in the field, "archives services" activities include: · Accessioning records from agencies and other sources; · Preparing and publishing finding aids; · Providing reference service; · Recommending to the Archivist the disposal of records in the custody of Research Services (R); and · Providing assistance to agencies for preparing exhibits and displays. NOTE: Training and agency/professional outreach activities are covered in Chapter 16 under file no. 1618, "Regional Outreach." Accessioning. Records that document the accessioning of agency records to the National Archives. Examples of "accessioning" records include: SF 258s, tracking databases, and correspondence. a. All records of the Accessioning function with the exception of those listed in 1474-1b.	Temporary N01-0064-2008-0010 Item 21 Retain for life of asset (i.e., "accessioned record"). Transfer along with asset when de-accessioned or destroy 5 years after related asset is destroyed. (N1-064-08-10, item 21)
1474 Archives Services 1474-1b	The Archives Services function is responsible for the accessioning of those records of Federal agencies and other sources determined by the Archivist to have sufficient historical value to warrant continuing their preservation and making them available for reference. At archival operations units in the field, "archives services" activities include: · Accessioning records from agencies and other sources; · Preparing and publishing finding aids; · Providing reference service; · Recommending to the Archivist the disposal of records in the custody of Research Services (R); and · Providing assistance to agencies for preparing exhibits and displays. NOTE: Training and agency/professional outreach activities are covered in Chapter 16 under file no. 1618, "Regional Outreach." Accessioning. Records that document the accessioning of agency records to the National Archives. Examples of "accessioning" records include: SF 258s, tracking databases, and correspondence. b. Location Register. Records that document the location of archival records held at the National Archives.	Temporary N01-0064-2008-0010 Item 22 Destroy when superseded. (N1-064-08-10, item 22)
1474 Archives Services 1474-2a	The Archives Services function is responsible for the accessioning of those records of Federal agencies and other sources determined by the Archivist to have sufficient historical value to warrant continuing their preservation and making them available for reference. At archival operations units in the field, "archives services" activities include: · Accessioning records from agencies and other sources; · Preparing and publishing finding aids; · Providing reference service; · Recommending to the Archivist the disposal of records in the custody of Research Services (R); and · Providing assistance to agencies for preparing exhibits and displays. NOTE: Training and agency/professional outreach activities are covered in Chapter 16 under file no. 1618, "Regional Outreach." Processing/Preservation. Records that document the processing and preservation of permanent records held at the National Archives. a. All records of the Processing/Preservation function with the exception of those listed in 1474-2b.	Temporary N01-0064-2008-0010 Item 23 Retain for life of asset (i.e., "accessioned record"). Transfer along with asset when de-accessioned or destroy when related asset is destroyed. (N1-064-08-10, item 23)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1474 Archives Services 1474-2b	The Archives Services function is responsible for the accessioning of those records of Federal agencies and other sources determined by the Archivist to have sufficient historical value to warrant continuing their preservation and making them available for reference. At archival operations units in the field, "archives services" activities include: · Accessioning records from agencies and other sources; · Preparing and publishing finding aids; · Providing reference service; · Recommending to the Archivist the disposal of records in the custody of Research Services (R); and · Providing assistance to agencies for preparing exhibits and displays. NOTE: Training and agency/professional outreach activities are covered in Chapter 16 under file no. 1618, "Regional Outreach." Processing/Preservation. Records that document the processing and preservation of permanent records held at the National Archives. b. Surveys of Records Needing Treatment. Records that document the survey of archival records needing treatment.	Temporary N01-0064-2008-0010 Item 24 Destroy when superseded. (N1-64-08-10, item 24)
1474 Archives Services 1474-3a	The Archives Services function is responsible for the accessioning of those records of Federal agencies and other sources determined by the Archivist to have sufficient historical value to warrant continuing their preservation and making them available for reference. At archival operations units in the field, "archives services" activities include: · Accessioning records from agencies and other sources; · Preparing and publishing finding aids; · Providing reference service; · Recommending to the Archivist the disposal of records in the custody of Research Services (R); and · Providing assistance to agencies for preparing exhibits and displays. NOTE: Training and agency/professional outreach activities are covered in Chapter 16 under file no. 1618, "Regional Outreach." Reference. Records that document the reference process at the National Archives. Examples of "reference" records include tracking databases and correspondence. a. All records of the Reference function with the exception of those listed in 1474-3b, 3c, and 3d.	Temporary N01-0064-2008-0010 Item 25 Destroy when 5 years old. (N1-064-08-10, item 25)
1474 Archives Services 1474-3b	The Archives Services function is responsible for the accessioning of those records of Federal agencies and other sources determined by the Archivist to have sufficient historical value to warrant continuing their preservation and making them available for reference. At archival operations units in the field, "archives services" activities include: · Accessioning records from agencies and other sources; · Preparing and publishing finding aids; · Providing reference service; · Recommending to the Archivist the disposal of records in the custody of Research Services (R); and · Providing assistance to agencies for preparing exhibits and displays. NOTE: Training and agency/professional outreach activities are covered in Chapter 16 under file no. 1618, "Regional Outreach." Reference. Records that document the reference process at the National Archives. Examples of "reference" records include tracking databases and correspondence. b. Agency Reference Files. These are files used for research into functions and recordkeeping practices of Federal agencies or offices whose records are/have been accessioned by NARA. Included are: records management surveys; copies of SF 115s, manuals, directives, other issuances relating to the management and filing of agency records, and agency directories; and related records.	Temporary N01-0064-2008-0010 Item 26 Destroy when no longer needed. (N1-064-08-10, item 26)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1474 Archives Services 1474-3c	The Archives Services function is responsible for the accessioning of those records of Federal agencies and other sources determined by the Archivist to have sufficient historical value to warrant continuing their preservation and making them available for reference. At archival operations units in the field, "archives services" activities include: · Accessioning records from agencies and other sources; · Preparing and publishing finding aids; · Providing reference service; · Recommending to the Archivist the disposal of records in the custody of Research Services (R); and · Providing assistance to agencies for preparing exhibits and displays. NOTE: Training and agency/professional outreach activities are covered in Chapter 16 under file no. 1618, "Regional Outreach." Reference. Records that document the reference process at the National Archives. Examples of "reference" records include tracking databases and correspondence. c. User Registration/Retrieval Documentation. Records accumulated in issuing researcher identification cards, acquainting researchers with research room regulations, authorizing access to restricted or security-classified materials, and tracking movement of researchers in NARA research rooms. Also included are records pull slips and documentation on loans to agencies or other entities.	Temporary N01-0064-2008-0010 Item 27 Destroy when 25 years old. (N1-064-08-10, item 27)
1474 Archives Services 1474-3d	The Archives Services function is responsible for the accessioning of those records of Federal agencies and other sources determined by the Archivist to have sufficient historical value to warrant continuing their preservation and making them available for reference. At archival operations units in the field, "archives services" activities include: · Accessioning records from agencies and other sources; · Preparing and publishing finding aids; · Providing reference service; · Recommending to the Archivist the disposal of records in the custody of Research Services (R); and · Providing assistance to agencies for preparing exhibits and displays. NOTE: Training and agency/professional outreach activities are covered in Chapter 16 under file no. 1618, "Regional Outreach." Reference. Records that document the reference process at the National Archives. Examples of "reference" records include tracking databases and correspondence. d. Special Access Issues Files. Records created and/or accumulated as part of the FOIA and mandatory review request processes for accessioned records.	Temporary N01-0064-2008-0010 Item 28 Cut off files relating to an individual request when the request is fully resolved. Destroy 6 years after cutoff. (N1-064-08-10, item 28)
1474 Archives Services 1474-4	The Archives Services function is responsible for the accessioning of those records of Federal agencies and other sources determined by the Archivist to have sufficient historical value to warrant continuing their preservation and making them available for reference. At archival operations units in the field, "archives services" activities include: · Accessioning records from agencies and other sources; · Preparing and publishing finding aids; · Providing reference service; · Recommending to the Archivist the disposal of records in the custody of Research Services (R); and · Providing assistance to agencies for preparing exhibits and displays. NOTE: Training and agency/professional outreach activities are covered in Chapter 16 under file no. 1618, "Regional Outreach." Appraisal/Internal Disposal. Records that document appraisals and disposals performed by Archives staff after accessioning of agency records into the National Archives.	Temporary N01-0064-2008-0010 Item 29 Destroy when 10 years old. (N1-064-08-10, item 29)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
Archival Research Catalog (ARC) 1475 Archival Research Catalog (ARC) Data Entry System 1475-1	Archival description and reference system. Contains descriptions of archival holdings located in NARA facilities in the Washington, DC area, Regional Records Services facilities, and Presidential libraries. Operational records related to/in the Data Entry System include: · NARA Archival Information Locator (NAIL) descriptions; · Data residing in the Archival Descriptions "Authorized" and "Under Edit" Domains; · ARC Target Reports and other reports; and; · Authority files and lists (i.e., data management tools). NARA Archival Information Locator (NAIL) Descriptions. NAIL was the online prototype for ARC on the Internet from 1997 to 2002. (In 2002 and 2003, almost 600,000 original NAIL descriptions were uploaded to ARC and then saved to electronic media external to the Data Entry System.) NOTE: See file no. 1425, "Finding Aid Files," for descriptions of and disposition instructions for types of finding aids that describers and reviewers use during ARC data entry and review processes.	Temporary N01-0064-2008-0007 Item 1 Cut off data when obsolete AND then translate data into another system (i.e., ARC). Delete 5 years after end of the fiscal year in which last data were cut off. (N1-64-08-7, item 1)
1475 Archival Research Catalog (ARC) Data Entry System 1475-2a	Archival description and reference system. Contains descriptions of archival holdings located in NARA facilities in the Washington, DC area, Regional Records Services facilities, and Presidential libraries. Operational records related to/in the Data Entry System include: · NARA Archival Information Locator (NAIL) descriptions; · Data residing in the Archival Descriptions "Authorized" and "Under Edit" Domains; · ARC Target Reports and other reports; and; · Authority files and lists (i.e., data management tools). Data in Archival Descriptions Domains. Data constitute descriptions of archival materials at the record group, collection, series, file unit, and item levels. Also included are digital copies linked to their descriptions. a. Archival Descriptions in "Authorized" Domain. These descriptions in the "read-only" Authorized Domain are used to populate the ARC Web System.	Temporary N01-0064-2008-0007 Item 2a Overwrite when descriptions become superseded. Delete if corresponding archival materials are deaccessioned. (N1-64-08-7, item 2a)
1475 Archival Research Catalog (ARC) Data Entry System 1475-2b	Archival description and reference system. Contains descriptions of archival holdings located in NARA facilities in the Washington, DC area, Regional Records Services facilities, and Presidential libraries. Operational records related to/in the Data Entry System include: · NARA Archival Information Locator (NAIL) descriptions; · Data residing in the Archival Descriptions "Authorized" and "Under Edit" Domains; · ARC Target Reports and other reports; and; · Authority files and lists (i.e., data management tools). Data in Archival Descriptions Domains. Data constitute descriptions of archival materials at the record group, collection, series, file unit, and item levels. Also included are digital copies linked to their descriptions. b. Archival Descriptions in "Under Edit" Domain. These are new archival descriptions and copies of authorized descriptions that can be edited and for which all data entry is done in the Under Edit Domain.	Temporary N01-0064-2008-0007 Item 2b Update/overwrite when descriptions become superseded. Delete when descriptions either: Become obsolete (e.g., if corresponding archival materials are deaccessioned); OR Are no longer needed for current reference AND operations. (N1-64-08-7, item 2b)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1475 Archival Research Catalog (ARC) Data Entry System 1475-3	Archival description and reference system. Contains descriptions of archival holdings located in NARA facilities in the Washington, DC area, Regional Records Services facilities, and Presidential libraries. Operational records related to/in the Data Entry System include: · NARA Archival Information Locator (NAIL) descriptions; · Data residing in the Archival Descriptions "Authorized" and "Under Edit" Domains; · ARC Target Reports and other reports; and; · Authority files and lists (i.e., data management tools). ARC Target Reports and Other Reports. ARC Target Reports, weekly invoices, and other reports that contain statistical and other information generated by the ARC Data Entry System.	Temporary N01-0064-2005-0005-dup Item 1b Cut off data annually (i.e., end of fiscal year). Destroy when 5 years old. (N1-64-05-5, item 1b)
1475 Archival Research Catalog (ARC) Data Entry System 1475-4	Archival description and reference system. Contains descriptions of archival holdings located in NARA facilities in the Washington, DC area, Regional Records Services facilities, and Presidential libraries. Operational records related to/in the Data Entry System include: · NARA Archival Information Locator (NAIL) descriptions; · Data residing in the Archival Descriptions "Authorized" and "Under Edit" Domains; · ARC Target Reports and other reports; and; · Authority files and lists (i.e., data management tools). Authority Files and Lists. Data management tools that are in the following ARC domains of information: · "Organizations"; · "People/Anglo-American Cataloging Rules, Second Edition (AACR2) Organizations"; · "Subjects" (e.g., Topical Subjects, Specific Records Types, Geographic Places, Program Areas, and General Records Types); and · "Reference Data" (information used in list boxes and pull-down menus).	Temporary N01-0064-2005-0005-dup Item 3a Update/overwrite when data entry or element becomes superseded. Delete/destroy when data entry or element either: Becomes obsolete (e.g., if corresponding archival materials are deaccessioned); OR Is no longer needed for current reference AND operations. (N1-64-05-5, item 3a)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1476 Archival Research Catalog (ARC) Web 1476-1	Online catalog that permits searching for descriptions and digital copies of archival holdings located in NARA facilities in the Washington, DC area, Regional Records Services facilities, and Presidential libraries. Within ARC Web, levels of description correspond to the archival hierarchy (e.g., record group, collection, series, file unit, and item). ARC Web System (accessible on Archives.gov). Contains descriptions and digital copies of archival materials and authority files and lists that allow Internet users to search by a variety of methods (e.g., keyword, document location, digital image).	Temporary N01-0064-2008-0007 Item 5 Overwrite when existing descriptions, digital copies, and/or entries in authority files and lists become superseded. Delete: When descriptions, digital copies, and/or entries in authority files and lists become obsolete; AND/OR If corresponding archival materials are deaccessioned. (N1-64-08-7, item 5)
1476 Archival Research Catalog (ARC) Web 1476-2	Online catalog that permits searching for descriptions and digital copies of archival holdings located in NARA facilities in the Washington, DC area, Regional Records Services facilities, and Presidential libraries. Within ARC Web, levels of description correspond to the archival hierarchy (e.g., record group, collection, series, file unit, and item). Printouts of descriptions, digital copies, and/or brief results. (Printouts may be generated as part of a standardized ARC work process or on a random basis for another process.)	Temporary N01-0064-2008-0007 Item 6 Destroy when no longer needed for reference. (N1-64-08-7, item 6) NOTE: If ARC Web printouts are used for another work process (e.g., preparing an office's quarterly report, responding to a researcher's inquiry, or verifying descriptive data for an archival project), file the printouts with other records documenting that process.

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1477 Archival Research Catalog (ARC) Terminal Server 1477-1	This system allows for connection to the ARC Data Entry System by NARA staff members, volunteers, students, and contractors who have been trained in ARC data entry. Records maintained for Information Technology (IT) Systems Support Functions. Login files and other records relating to establishing, modifying, and deactivating individual users' Training and User Accounts. Records are in electronic and textual formats.	Temporary Use GRS_3-2-030
1477 Archival Research Catalog (ARC) Terminal Server 1477-2	This system allows for connection to the ARC Data Entry System by NARA staff members, volunteers, students, and contractors who have been trained in ARC data entry. Records maintained for Lifecycle Data Management Functions. Included are electronic and textual records pertaining to establishing, modifying, and deactivating Training and User Accounts. Records are maintained for individual users.	Temporary N01-0064-2008-0007 Item 8 Delete/destroy when determined that records are no longer needed for current reference OR operations. (N1-64-08-7, item 8)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
Declassification Review and Unclassified Redaction Systems 1478 Archival Declassification, Review, and REdaction System (ADRRES) 1478-1	System used to expedite (in keeping with Executive orders) review and release of Federal agency records that contain sensitive information which would otherwise be released automatically per a predetermined schedule. ADRRES includes information about decisions of agencies (equities) to release, exempt, or select a future date for declassification or re-review of particular documents. ADRRES enables NARA to notify agencies that a document will be released or selected for re-review. In addition, the system processes reviews of documents for release in response to FOIA requests. Project/Case Files created for every declassification review project, FOIA request (for classified and unclassified records), and Mandatory Review request for classified records. May include scans of unredacted and redacted documents in the collection and copies of any digital documents. These project/case files allow users to: record, index, and track documents withdrawn for agency review; monitor project status; review decisions, actions, and suggestions; and document declassification decisions made on individual records in the project.	Temporary N01-0064-2009-0004 Item 1 Delete project/case file when all associated records (holdings) have been released in full OR when the file is no longer needed for administrative responsibilities, whichever occurs LATER. (N1-64-09-4, item 1)
1478 Archival Declassification, Review, and REdaction System (ADRRES) 1478-2	System used to expedite (in keeping with Executive orders) review and release of Federal agency records that contain sensitive information which would otherwise be released automatically per a predetermined schedule. ADRRES includes information about decisions of agencies (equities) to release, exempt, or select a future date for declassification or re-review of particular documents. ADRRES enables NARA to notify agencies that a document will be released or selected for re-review. In addition, the system processes reviews of documents for release in response to FOIA requests. Access Copies of Classified Archival Holdings. Copies of born digital (electronic) classified records, the permanent copies of which are preserved in NARA's holdings of electronic records. These copies are searched and reviewed as part of a declassification project, FOIA case, or Mandatory Review request.	Temporary N01-0064-2009-0004 Item 2 Delete from ADRRES when the originals have been released in full. (N1-64-09-4, item 2)
1478 Archival Declassification, Review, and REdaction System (ADRRES) 1478-3	System used to expedite (in keeping with Executive orders) review and release of Federal agency records that contain sensitive information which would otherwise be released automatically per a predetermined schedule. ADRRES includes information about decisions of agencies (equities) to release, exempt, or select a future date for declassification or re-review of particular documents. ADRRES enables NARA to notify agencies that a document will be released or selected for re-review. In addition, the system processes reviews of documents for release in response to FOIA requests. Report Files. Reports and spreadsheets produced from the database.	Temporary N01-0064-2009-0004 Item 3 Destroy when 3 years old OR when no longer needed for administrative OR business use, whichever is LATER. (N1-64-09-4, item 3)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1478 Archival Declassification, Review, and REdaction System (ADRRES) 1478-4	System used to expedite (in keeping with Executive orders) review and release of Federal agency records that contain sensitive information which would otherwise be released automatically per a predetermined schedule. ADRRES includes information about decisions of agencies (equities) to release, exempt, or select a future date for declassification or re-review of particular documents. ADRRES enables NARA to notify agencies that a document will be released or selected for re-review. In addition, the system processes reviews of documents for release in response to FOIA requests. System backups and tape library records: Full backup files maintained for potential system restoration in the event of a system failure or other unintentional loss of data.	Temporary Use GRS_3-2-041
1478 Archival Declassification, Review, and REdaction System (ADRRES) 1478-5	System used to expedite (in keeping with Executive orders) review and release of Federal agency records that contain sensitive information which would otherwise be released automatically per a predetermined schedule. ADRRES includes information about decisions of agencies (equities) to release, exempt, or select a future date for declassification or re-review of particular documents. ADRRES enables NARA to notify agencies that a document will be released or selected for re-review. In addition, the system processes reviews of documents for release in response to FOIA requests. System Documentation.	Temporary Use GRS_3-1-051
1479 Unclassified Redaction and Tracking System (URTS) 1479-1	System used to process FOIA requests on holdings. URTS documents decisions on requests including: release, withholding in full or in part, and appeals. URTS also enables NARA to track FOIA requests as case files. Case Files. Administrative data used to index documents and process FOIA requests for records containing controlled unclassified information (CUI). Files include an index of paper records and scanned images (of paper records) or born digital (electronic) records. The files record access decisions, including final decisions made and related scanned documents with any redactions.	Temporary N01-0064-2009-0003 Item 1 Delete case file when all related records (holdings) have been released in full OR when the file is no longer needed for administrative responsibilities, whichever occurs LATER. (N1-64-09-3, item 1)
1479 Unclassified Redaction and Tracking System (URTS) 1479-2	System used to process FOIA requests on holdings. URTS documents decisions on requests including: release, withholding in full or in part, and appeals. URTS also enables NARA to track FOIA requests as case files. Access Copies of Controlled Unclassified (CUI) Archival Holdings. Includes copies of born digital (electronic) CUI records, the permanent copies of which are preserved in NARA's holdings of electronic records. These copies are searched and reviewed in response to FOIA requests.	Temporary N01-0064-2009-0003 Item 2 Delete from the system when the originals have been released in full. (N1-64-09-3, item 2)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1479 Unclassified Redaction and Tracking System (URTS) 1479-3	System used to process FOIA requests on holdings. URTS documents decisions on requests including: release, withholding in full or in part, and appeals. URTS also enables NARA to track FOIA requests as case files. Report Files. Reports and spreadsheets produced from the database.	Temporary N01-0064-2009-0003 Item 3 Destroy when 3 years old OR when no longer needed for administrative OR business use, whichever is LATER. (N1-64-09-3, item 3)
1479 Unclassified Redaction and Tracking System (URTS) 1479-4	System used to process FOIA requests on holdings. URTS documents decisions on requests including: release, withholding in full or in part, and appeals. URTS also enables NARA to track FOIA requests as case files. Disaster recovery backup files.	Temporary N01-0064-2002-0002-dup Item 1b Destroy each backup when 2 months old. (N1-64-02-2, item 1b)
1479 Unclassified Redaction and Tracking System (URTS) 1479-5	System used to process FOIA requests on holdings. URTS documents decisions on requests including: release, withholding in full or in part, and appeals. URTS also enables NARA to track FOIA requests as case files. System Documentation.	Temporary Use GRS_3-1-051

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
Electronic Systems 1480 NARA-Generated Transfer Request (TR) Shells in Electronic Records Archives (ERA) 1480	TR shells entered into ERA by NARA that have not yet been proposed to NARA. NOTE: Further records schedule items for ERA will be provided at a later date.	Non-Record Non-Record Item Non-Record Nonrecord. Destroy 15 months after creation.
1481 Archival Processing System (APS) 1481-1	APS supports the preservation of electronic files by copying them onto magnetic tape cartridges, and by maintaining a catalog database of the technical specifications (name, number of records, block size, bytes, etc.) of the files. Data files consisting of metadata regarding NARA holdings of electronic records at the datafile level.	Temporary N01-0064-2008-0005 Item 1 Delete metadata when related datafiles are deleted or deaccessioned from NARA holdings. (N1-064-08-5, item 1)
1481 Archival Processing System (APS) 1481-2a	APS supports the preservation of electronic files by copying them onto magnetic tape cartridges, and by maintaining a catalog database of the technical specifications (name, number of records, block size, bytes, etc.) of the files. System Audit Logs. a. Unclassified Instances.	Temporary Use GRS_3-2-030
1481 Archival Processing System (APS) 1481-2b	APS supports the preservation of electronic files by copying them onto magnetic tape cartridges, and by maintaining a catalog database of the technical specifications (name, number of records, block size, bytes, etc.) of the files. System Audit Logs. b. Classified Instances.	Temporary Use GRS_3-2-031

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1481 Archival Processing System (APS) 1481-3	APS supports the preservation of electronic files by copying them onto magnetic tape cartridges, and by maintaining a catalog database of the technical specifications (name, number of records, block size, bytes, etc.) of the files. Custom-Developed Source Code.	Temporary N01-0064-2008-0005 Item 2 Retain for life of system. Delete when system is retired. (N1-064-08-5, item 2)
1481 Archival Processing System (APS) 1481-4	APS supports the preservation of electronic files by copying them onto magnetic tape cartridges, and by maintaining a catalog database of the technical specifications (name, number of records, block size, bytes, etc.) of the files. System Documentation.	Temporary Use GRS_3-1-051
1482 Archival Electronic Records Inspection and Control (AERIC) System 1482-1	AERIC preserves the logical structure of datafiles and verifies that received records are those supported by the accompanying documentation. AERIC data consist of information about the structure of the datafiles. Data relating to permanent accessioned datafiles.	Temporary N01-0064-2008-0003 Item 1 Update or revise as needed. Delete data when related datafiles are deaccessioned. (N1-064-08-3, item 1)
1482 Archival Electronic Records Inspection and Control (AERIC) System 1482-2	AERIC preserves the logical structure of datafiles and verifies that received records are those supported by the accompanying documentation. AERIC data consist of information about the structure of the datafiles. Electronic Reports	Temporary Use GRS_5-2-020

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1482 Archival Electronic Records Inspection and Control (AERIC) System 1482-3a	AERIC preserves the logical structure of datafiles and verifies that received records are those supported by the accompanying documentation. AERIC data consist of information about the structure of the datafiles. Audit Logs. a. Unclassified Instances.	Temporary Use GRS_3-2-030
1482 Archival Electronic Records Inspection and Control (AERIC) System 1482-3b	AERIC preserves the logical structure of datafiles and verifies that received records are those supported by the accompanying documentation. AERIC data consist of information about the structure of the datafiles. Audit Logs. b. Classified Instances.	Temporary Use GRS_3-2-031
1482 Archival Electronic Records Inspection and Control (AERIC) System 1482-4a	AERIC preserves the logical structure of datafiles and verifies that received records are those supported by the accompanying documentation. AERIC data consist of information about the structure of the datafiles. User Profiles. a. Unclassified Instances.	Temporary Use GRS_3-2-030
1482 Archival Electronic Records Inspection and Control (AERIC) System 1482-4b	AERIC preserves the logical structure of datafiles and verifies that received records are those supported by the accompanying documentation. AERIC data consist of information about the structure of the datafiles. User Profiles. b. Classified Instances.	Temporary Use GRS_3-2-031
1482 Archival Electronic Records Inspection and Control (AERIC) System 1482-5	AERIC preserves the logical structure of datafiles and verifies that received records are those supported by the accompanying documentation. AERIC data consist of information about the structure of the datafiles. System Documentation.	Temporary Use GRS_3-1-051

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
Accessions Management Information System (AMIS) 1498 Accessions Management Information System (AMIS) 1498-1	AMIS tracks accessions of electronic records as they are processed and provides workflow capability by controlling and routing processing jobs to requisite staff. AMIS also maintains metadata regarding each records accession. Metadata relating to individual accessions of datafiles accessioned by the National Archives.	Temporary N01-0064-2008-0002 Item 1 Delete when system is retired. (N1-064-08-2, item 1)
1498 Accessions Management Information System (AMIS) 1498-2	AMIS tracks accessions of electronic records as they are processed and provides workflow capability by controlling and routing processing jobs to requisite staff. AMIS also maintains metadata regarding each records accession. Workflow data that record the processing details for each accession.	Temporary N01-0064-2008-0002 Item 2 Delete when system is retired. (N1-064-08-2, item 2)
1498 Accessions Management Information System (AMIS) 1498-3	AMIS tracks accessions of electronic records as they are processed and provides workflow capability by controlling and routing processing jobs to requisite staff. AMIS also maintains metadata regarding each records accession. User Profiles.	Temporary Use GRS_3-2-030
1498 Accessions Management Information System (AMIS) 1498-4	AMIS tracks accessions of electronic records as they are processed and provides workflow capability by controlling and routing processing jobs to requisite staff. AMIS also maintains metadata regarding each records accession. Audit Logs.	Temporary Use GRS_3-2-030

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1498 Accessions Management Information System (AMIS) 1498-5	AMIS tracks accessions of electronic records as they are processed and provides workflow capability by controlling and routing processing jobs to requisite staff. AMIS also maintains metadata regarding each records accession. System Documentation.	Temporary Use GRS_3-1-051

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
Electronic Copies of Records Contained in this Chapter 1499 Word Processing Files and Electronic Mail (E-mail) Records 1499-1	Word Processing Files and Electronic Mail (E-mail) Records Word Processing Files. Documents such as letters, memoranda, reports, handbooks, directives, and manuals recorded on electronic media, such as hard disks or floppy diskettes, after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes.	Temporary N01-0064-2000-0002 Item 1c1 Delete from the word processing system when no longer needed for updating OR revision. (GRS 5.1 item 020 and N1-64-00-2, item 1c1)
1499 Word Processing Files and Electronic Mail (E-mail) Records 1499-2	Word Processing Files and Electronic Mail (E-mail) Records E-mail Records. Senders' and recipients' versions of e-mail messages that meet the definition of Federal records, and any attachments to the record messages after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes.	PERMANENT / Temporary N01-0064-2000-0002 Item 1c2, GRS 6.1 items 010, 011 Delete from the e-mail system after copying to a recordkeeping system. (GRS 6.1 item 010, 011, GRS 5.1 item 020 and N1-64-00-2, item 1c2) NOTE: Along with the message text, the recordkeeping system must capture the names of sender and recipients and date (transmission data for recordkeeping purposes) and any receipt data when required.

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
Chapter 15, Federal Register Program Administration 1501 Administrative Committee Files 1501-1a	Documents relating to the Administrative Committee of the Federal Register, established by the Federal Register Act (44 U.S.C. 1506). Records created or accumulated by the Committee which document membership, policy, and accomplishments of the Committee. Included are agendas, minutes, final reports, and related records. a. Records of the Secretary. Arranged chronologically by meeting date.	Permanent N01-0064-1987-0001 Item 1501-1a PERMANENT. Cut off in 5-year blocks. Transfer to NARA in 5-year blocks when 10 years old. (N1-64-87-1)
1501 Administrative Committee Files 1501-1b	Documents relating to the Administrative Committee of the Federal Register, established by the Federal Register Act (44 U.S.C. 1506). Records created or accumulated by the Committee which document membership, policy, and accomplishments of the Committee. Included are agendas, minutes, final reports, and related records. b. Comments received from the public on proposed rulemaking. Arranged chronologically.	Permanent N01-0064-1987-0001 Item 1501-1b PERMANENT. Cut off in 5-year blocks. Transfer to NARA in 5-year blocks when 10 years old. (N1-64-87-1)
1501 Administrative Committee Files 1501-1c	Documents relating to the Administrative Committee of the Federal Register, established by the Federal Register Act (44 U.S.C. 1506). Records created or accumulated by the Committee which document membership, policy, and accomplishments of the Committee. Included are agendas, minutes, final reports, and related records. c. All other copies.	Temporary N01-0064-1987-0001 Item 1501-1c Cut off annually. Destroy when 2 years old. (N1-64-87-1)
1501 Administrative Committee Files 1501-2	Documents relating to the Administrative Committee of the Federal Register, established by the Federal Register Act (44 U.S.C. 1506). All other records created by the Committee.	Temporary N01-0064-1987-0001 Item 1501-2 Destroy when 3 years old or when no longer needed for reference, whichever is sooner. (N1-64-87-1)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1502 Legislative Reference Files 1502	Papers relating to legislation affecting OFR's publications. Included are copies of interpretive documents and related records.	Temporary N01-0064-1987-0001 Item 1502 Destroy when superseded or obsolete. (N1-64-87-1)
1503 Staff Surveys and Studies 1503-1	Documents created in surveying and studying OFR administrative techniques, editorial and publication policies, and related subjects. Included are completed staff surveys and studies, supporting papers, and related records. Record copy of each survey and study. Arranged by survey or study.	Permanent N01-0064-1987-0001 Item 1503-1 PERMANENT. Cut off annually. Transfer to NARA in 5-year blocks when 10 years old. (N1-64-87-1)
1503 Staff Surveys and Studies 1503-2	Documents created in surveying and studying OFR administrative techniques, editorial and publication policies, and related subjects. Included are completed staff surveys and studies, supporting papers, and related records. Working or background papers.	Temporary N01-0064-1987-0001 Item 1503-2 Cut off after completion of project. Destroy when 2 years old. (N1-64-87-1)
1504 Agency Correspondence Files 1504-1	Agency Correspondence Files Correspondence from Federal agencies regarding the printing and publishing of regulations by OFR.	Temporary N01-0064-1987-0001 Item 1504-1 Cut off annually. Destroy when 1 year old. (N1-64-87-1)
1504 Agency Correspondence Files 1504-2	Agency Correspondence Files Correspondence designating Federal Register Liaisons.	Temporary N01-0064-1987-0001 Item 1504-2 Destroy when superseded or obsolete. (N1-64-87-1)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
Publications 1505 eDOCs System and Related Publication Records 1505-1	Documents submitted by the Executive and Legislative Branches of the Government that are required by law or authorized to be published. The eDOCS system facilitates electronic submission of documents for publication in the Federal Register, and provides a means of processing them for publication in both electronic and printed form. Agency electronic submissions, acting as input source records for producing Federal Register documents.	Temporary N01-0064-2006-0003 Item 1a Delete when data have been entered into eDOCS and verified, or when no longer needed to support reconstruction of, or serve as backup to the database, whichever is later. (N1-64-06-3, item 1a)
1505 eDOCs System and Related Publication Records 1505-2a	Documents submitted by the Executive and Legislative Branches of the Government that are required by law or authorized to be published. The eDOCS system facilitates electronic submission of documents for publication in the Federal Register, and provides a means of processing them for publication in both electronic and printed form. Federal Register document submissions - paper a. Rules	Temporary DAA-0064-2014-0002 Item 1 Destroy 3 years after publication. (DAA-0064-2014-0002-0001)
1505 eDOCs System and Related Publication Records 1505-2b	Documents submitted by the Executive and Legislative Branches of the Government that are required by law or authorized to be published. The eDOCS system facilitates electronic submission of documents for publication in the Federal Register, and provides a means of processing them for publication in both electronic and printed form. Federal Register document submissions - paper b. Proposed Rules	Temporary DAA-0064-2014-0002 Item 2 Destroy 2 years after date of publication. (DAA-0064-2014-0002-0002)
1505 eDOCs System and Related Publication Records 1505-2c	Documents submitted by the Executive and Legislative Branches of the Government that are required by law or authorized to be published. The eDOCS system facilitates electronic submission of documents for publication in the Federal Register, and provides a means of processing them for publication in both electronic and printed form. Federal Register document submissions - paper c. Notices	Temporary DAA-0064-2014-0002 Item 3 Destroy 1 year after publication. (DAA-0064-2014-0002-0003)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1505 eDOCs System and Related Publication Records 1505-2e	Documents submitted by the Executive and Legislative Branches of the Government that are required by law or authorized to be published. The eDOCS system facilitates electronic submission of documents for publication in the Federal Register, and provides a means of processing them for publication in both electronic and printed form. Federal Register document submissions - paper e. Presidential documents (i.e., Presidential Proclamations, Executive Orders, and similar documents signed by the President). Arranged by type of document and thereunder numerically.	Permanent N01-0064-2006-0003 Item 1b2 PERMANENT. Cut off at the end of the calendar year. Transfer in 2 year blocks to the National Archives when the oldest records is 2 years old. (N1-64-06-3, item 1b[2])
1505 eDOCs System and Related Publication Records 1505-3a	Documents submitted by the Executive and Legislative Branches of the Government that are required by law or authorized to be published. The eDOCS system facilitates electronic submission of documents for publication in the Federal Register, and provides a means of processing them for publication in both electronic and printed form. Federal Register documents - electronic Copies of published documents, or documents withdrawn after official filing, in various stages of edit, formatting, pagination and coding for publication by the Government Publishing Office (GPO). Versions include the original electronic document as received or transcribed, the public inspection copy, and the retained copy of the final document formatted and coded for publication by GPO. Also includes related metadata that track the documents in various stages of edit and processing (e.g. coding, pagination). a. Rules	Temporary DAA-0064-2014-0002 Item 4 Destroy 3 years after the official filing date. (DAA-0064-2014-0002-0004)
1505 eDOCs System and Related Publication Records 1505-3b	Documents submitted by the Executive and Legislative Branches of the Government that are required by law or authorized to be published. The eDOCS system facilitates electronic submission of documents for publication in the Federal Register, and provides a means of processing them for publication in both electronic and printed form. Federal Register documents - electronic Copies of published documents, or documents withdrawn after official filing, in various stages of edit, formatting, pagination and coding for publication by the Government Publishing Office (GPO). Versions include the original electronic document as received or transcribed, the public inspection copy, and the retained copy of the final document formatted and coded for publication by GPO. Also includes related metadata that track the documents in various stages of edit and processing (e.g. coding, pagination). b. Proposed Rules	Temporary DAA-0064-2014-0002 Item 5 Destroy 2 years after the official filing date. (DAA-0064-2014-0002-0005)
1505 eDOCs System and Related Publication Records 1505-3c	Documents submitted by the Executive and Legislative Branches of the Government that are required by law or authorized to be published. The eDOCS system facilitates electronic submission of documents for publication in the Federal Register, and provides a means of processing them for publication in both electronic and printed form. Federal Register documents - electronic Copies of published documents, or documents withdrawn after official filing, in various stages of edit, formatting, pagination and coding for publication by the Government Publishing Office (GPO). Versions include the original electronic document as received or transcribed, the public inspection copy, and the retained copy of the final document formatted and coded for publication by GPO. Also includes related metadata that track the documents in various stages of edit and processing (e.g. coding, pagination). c. Notices	Temporary DAA-0064-2015-0002 Item 1 Destroy 1 year after public inspection. (DAA-0064-2015-0002-0001)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1505 eDOCs System and Related Publication Records 1505-3e	Documents submitted by the Executive and Legislative Branches of the Government that are required by law or authorized to be published. The eDOCS system facilitates electronic submission of documents for publication in the Federal Register, and provides a means of processing them for publication in both electronic and printed form. Federal Register documents - electronic Copies of published documents, or documents withdrawn after official filing, in various stages of edit, formatting, pagination and coding for publication by the Government Publishing Office (GPO). Versions include the original electronic document as received or transcribed, the public inspection copy, and the retained copy of the final document formatted and coded for publication by GPO. Also includes related metadata that track the documents in various stages of edit and processing (e.g. coding, pagination). e. Presidential Documents	Temporary DAA-0064-2014-0002 Item 8 Destroy 3 years after the official filing date. (DAA-0064-2014-0002-0008)
1505 eDOCs System and Related Publication Records 1505-4	Documents submitted by the Executive and Legislative Branches of the Government that are required by law or authorized to be published. The eDOCS system facilitates electronic submission of documents for publication in the Federal Register, and provides a means of processing them for publication in both electronic and printed form. Management and operational reports for workload measurement and analysis, general or specific document tracking, and other operational purposes.	Temporary N01-0064-2006-0003 Item 3b Cut off at end of year. Destroy or delete when 2 years old or when no longer needed for administrative use, whichever is sooner.(N1-64-06-3, item 3b)
1505 eDOCs System and Related Publication Records 1505-5	Documents submitted by the Executive and Legislative Branches of the Government that are required by law or authorized to be published. The eDOCS system facilitates electronic submission of documents for publication in the Federal Register, and provides a means of processing them for publication in both electronic and printed form. System documentation. System design manual, user manual, system development documents, or equivalent documentation.	Temporary Use GRS_3-1-051
1505 eDOCs System and Related Publication Records 1505-6a	Documents submitted by the Executive and Legislative Branches of the Government that are required by law or authorized to be published. The eDOCS system facilitates electronic submission of documents for publication in the Federal Register, and provides a means of processing them for publication in both electronic and printed form. Backups. Security backups for eDOCS, both incremental and full, created and maintained to restore the system in the event of a system failure or other unintentional loss of data. a. Incremental backups: Daily backups (usually after the close of business) of system transactions made on that day only.	Temporary N01-0064-2006-0003 Item 5a Destroy at the end of each week after full backup is made and verified. (N1-64-06-3, item 5a)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1505 eDOCs System and Related Publication Records 1505-6b	Documents submitted by the Executive and Legislative Branches of the Government that are required by law or authorized to be published. The eDOCS system facilitates electronic submission of documents for publication in the Federal Register, and provides a means of processing them for publication in both electronic and printed form. Backups. Security backups for eDOCS, both incremental and full, created and maintained to restore the system in the event of a system failure or other unintentional loss of data. b. Full backups: Full system backup (usually taken once a week after the close of the business week) which becomes a copy of the system for that point in time.	Temporary Use GRS_3-2-051
1505 eDOCs System and Related Publication Records 1505-7	Documents submitted by the Executive and Legislative Branches of the Government that are required by law or authorized to be published. The eDOCS system facilitates electronic submission of documents for publication in the Federal Register, and provides a means of processing them for publication in both electronic and printed form. Legislative documents. Enrolled public laws and resolutions, and related papers.	Permanent N01-0064-1987-0001 Item 1505-1 PERMANENT. Transfer to NARA when administrative need ceases. (NARA will accession these documents under RG 11, General Records of the U.S. Government.) (N1-64-87-1)
1505 eDOCs System and Related Publication Records 1505-8	Documents submitted by the Executive and Legislative Branches of the Government that are required by law or authorized to be published. The eDOCS system facilitates electronic submission of documents for publication in the Federal Register, and provides a means of processing them for publication in both electronic and printed form. Legal documents of Federal agencies and related materials received for publication in the Federal Register, but withdrawn from publication and NOT filed for public inspection nor retrieved by the issuing agency.	Temporary N01-0064-2001-0001 Item 3 Destroy 60 days after withdrawal date if NOT retrieved sooner by issuing agency. (N1-64-01-1, item 3)
1506 Record Set of Federal Register Publications 1506-1	Record Set of Federal Register Publications Record copy of each issue and publication of OFR. EXCLUDED are microfiche copies of the Federal Register and the Code of Federal Regulations published after December 31, 1986 (See 1506-2). Arranged by type of record and thereunder numerically.	Permanent N01-0064-1987-0001 Item 1506-1 PERMANENT. Cut off annually and retire to records center. Transfer to NARA in 5-year blocks when 5 years old. (N1-64-87-1)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1506 Record Set of Federal Register Publications 1506-2	Record Set of Federal Register Publications Microfiche copy of the Federal Register and Code of Federal Regulations published after December 31, 1986. Records will be microfilmed in accordance with the standards set forth in 36 CFR 1230.14. Storage conditions must adhere to the standards in 36 CFR 1230.20. Inspections must be done in accordance with 36 CFR 1230.22.	Permanent N01-0064-1987-0001 Item 1506-2 PERMANENT. Cut off annually. Transfer to NARA when 1 year old. (N1-64-87-1)
1507 Incorporation By Reference (IBR) Publications and Approval Files 1507-1a	Incorporation By Reference (IBR) Publications and Approval Files IBR Publications Files. Record copy of each publication that was approved by the Director of the Federal Register for incorporation by reference (IBR) in the Federal Register. Included are scientific, technical, and industrial standards and specifications issued by Federal and state agencies, national and international standards-setting bodies, non-governmental organizations, and corporations. Records are in the form of books, manuals, loose-leaf directives, and other printed formats. a. Federal Aviation Administration (FAA) Airworthiness Directives and Service Bulletins incorporated since January 1, 1993. Arranged chronologically by order of publication in the Federal Register.	Permanent N01-0064-2003-0004 Item 1a2 PERMANENT. Cut off at end of calendar year. Retire to records center when 3 years old. Transfer to NARA in 5-year blocks when 10 years old. (N1-64-03-4, item 1a[2])
1507 Incorporation By Reference (IBR) Publications and Approval Files 1507-1b	Incorporation By Reference (IBR) Publications and Approval Files IBR Publications Files. Record copy of each publication that was approved by the Director of the Federal Register for incorporation by reference (IBR) in the Federal Register. Included are scientific, technical, and industrial standards and specifications issued by Federal and state agencies, national and international standards-setting bodies, non-governmental organizations, and corporations. Records are in the form of books, manuals, loose-leaf directives, and other printed formats. b. Environmental Protection Agency (EPA) State Implementation Standards incorporated since January 1, 1993. Arranged by state and thereunder by date of publication in the Federal Register.	Permanent N01-0064-2003-0004 Item 1b2 PERMANENT. Cut off at end of calendar year. Retire to records center when 5 years old. Transfer to NARA in 5-year blocks when 15 years old. (N1-64-03-4, item 1b[2])

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1507 Incorporation By Reference (IBR) Publications and Approval Files 1507-1c	Incorporation By Reference (IBR) Publications and Approval Files IBR Publications Files. Record copy of each publication that was approved by the Director of the Federal Register for incorporation by reference (IBR) in the Federal Register. Included are scientific, technical, and industrial standards and specifications issued by Federal and state agencies, national and international standards-setting bodies, non-governmental organizations, and corporations. Records are in the form of books, manuals, loose-leaf directives, and other printed formats. c. All other publications. Documents are arranged by name of agency, sponsoring agency, or issuing organization, and thereunder chronologically or by document number, depending on the publishing organization.	Permanent N01-0064-2003-0004 Item 1c PERMANENT. Cut off at end of calendar year. Retire to records center when 5 years old. Transfer to NARA in 5-year blocks when 15 years old. (N1-64-03-4, item 1c)
1507 Incorporation By Reference (IBR) Publications and Approval Files 1507-2a	Incorporation By Reference (IBR) Publications and Approval Files Approval Letters. Correspondence and related documentation about approval of a specific IBR by the Director of the Federal Register. a. Approval letters for FAA Airworthiness Directives and Service Bulletins.	Temporary N01-0064-2003-0004 Item 2a Cut off at end of calendar year. Retire to records center when 2 years old. Destroy when 10 years old. (N1-64-03-4, item 2a)
1507 Incorporation By Reference (IBR) Publications and Approval Files 1507-2b	Incorporation By Reference (IBR) Publications and Approval Files Approval Letters. Correspondence and related documentation about approval of a specific IBR by the Director of the Federal Register. b. All other approval letters.	Temporary N01-0064-2003-0004 Item 2b Cut off at end of calendar year. Retire to records center when 2 years old. Destroy when 10 years old. (N1-64-03-4, item 2b)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
State Documentation 1508 Notice of Ratifications of Constitutional Amendments from States 1508	Documents accumulated as required by law in confirmation of proposed amendments to the Constitution from the 50 states. Included are transmittals and certificates of ratification and related records, and the original certificate signed by the Archivist of the United States, proclaiming the amendment as part of the Constitution. Arranged alphabetically by state.	Permanent N01-0064-1987-0001 Item 1508 PERMANENT. Transfer to NARA after ratification OR determination that proposed amendment will not be ratified. (N1-64-87-1)
1509 State Agreement Files 1509	Documents accumulated as a result of the submission by the states of constitutional agreements between the states. Included are duplicates of originals or authenticated copies of agreements, compacts, and related records. Arranged alphabetically by state.	Permanent N01-0064-1987-0001 Item 1509 PERMANENT. Transfer to NARA in 5-year blocks when 5 years old. (N1-64-87-1)
1510 Certificate of Ascertainment of Electors 1510	Documents accumulated as a result of the votes cast by the people and the electors of the 50 states and the District of Columbia. Included are ballots, state certification of those chosen as electors, and related records. Arranged alphabetically by state.	Permanent N01-0064-1987-0001 Item 1510 PERMANENT. Transfer to NARA 1 year after the election. (N1-64-87-1)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
Customer Communications 1511 Customer Service Communications Files 1511-1	Records created or accumulated in providing replies to inquiries from researchers and the general public for general and specific information on publications, policies, and procedures (e.g., rulemaking) of OFR, or on other government publications. Included are e-mails or records of telephone inquires, copies of replies, and related supporting documentation. Routine inquiries and replies and related records.	Temporary Use GRS_6-5-010
1511 Customer Service Communications Files 1511-2	Records created or accumulated in providing replies to inquiries from researchers and the general public for general and specific information on publications, policies, and procedures (e.g., rulemaking) of OFR, or on other government publications. Included are e-mails or records of telephone inquires, copies of replies, and related supporting documentation. Communications control registers and logs (including automated logs) that list incoming inquiries and replies with related information.	Temporary Use GRS_6-5-010

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
Electronic Copies of Records Contained in this Chapter 1599 Word Processing Files and Electronic Mail (E-mail) Records 1599-1	Word Processing Files and Electronic Mail (E-mail) Records Word Processing Files. Documents such as letters, memoranda, reports, handbooks, directives, and manuals recorded on electronic media, such as hard disks or floppy diskettes, after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes.	Temporary N01-0064-2001-0001 Item 5a Delete from the word processing system when no longer needed for updating or revision. (GRS 5.1 item 020; N1-64-01-1, item 5a; and N1-64-03-4, item 3a)
1599 Word Processing Files and Electronic Mail (E-mail) Records 1599-2	Word Processing Files and Electronic Mail (E-mail) Records E-mail Records. Senders' and recipients' versions of e-mail messages that meet the definition of Federal records, and any attachments to the record messages after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes.	PERMANENT / Temporary N01-0064-2001-0001 Item 5b, GRS 6.1 items 010, 011 Delete from the e-mail system after copying to a recordkeeping system. (GRS 6.1 items 010, 011, GRS 5.1 item 020; N1-64-01-1, item 5b; and N1-64-03-4, item 3b) NOTE: Along with the message text, the recordkeeping system must capture the names of sender and recipients and date (transmission data for recordkeeping purposes) and any receipt data when required.

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
Chapter 16, Public Programs and Exhibits Public Programs 1601 Files of Professional and Scholarly Conferences and Symposia 1601-1	Records accumulated by/for NARA organizational units that are responsible for planning, managing, and publishing proceedings of professional and scholarly conferences and symposia and associated receptions. Conferences and symposia may be sponsored by NARA or co-sponsored with other Federal agencies and/or private sector partners, such as the Foundation for the National Archives, Presidential library support organizations, private companies, and not-for-profit corporations. Item 1601 EXCLUDES records created and maintained exclusively for the business needs of the Foundation for the National Archives and Presidential library support organizations. NOTE: Item 1601 covers conferences and symposia that last 1 day or longer. For records of similar outreach programs, see: · Chapter 13, Item 1305 - RACO and other records management conferences; · Chapter 16, Item 1602 - Ceremonies and events, including lectures, forums, seminars, and panel presentations, each lasting less than 1 day in duration; and · Item 1618 - Regional outreach activities of Regional Administrators and Records Management, Records Center Operations, and Archival Operations Programs at regional records services facilities. Administrative records associated with the logistics of planning, scheduling, and managing conferences, symposia, and associated receptions. Records may include any of the following: correspondence, forms, notes, mailing lists, invoices, receipts, advertisements, and other related records. Also may include records related to publishing the proceedings in textual and/or electronic formats.	Temporary Use GRS_6-4-010
1601 Files of Professional and Scholarly Conferences and Symposia 1601-2a	Records accumulated by/for NARA organizational units that are responsible for planning, managing, and publishing proceedings of professional and scholarly conferences and symposia and associated receptions. Conferences and symposia may be sponsored by NARA or co-sponsored with other Federal agencies and/or private sector partners, such as the Foundation for the National Archives, Presidential library support organizations, private companies, and not-for-profit corporations. Item 1601 EXCLUDES records created and maintained exclusively for the business needs of the Foundation for the National Archives and Presidential library support organizations. NOTE: Item 1601 covers conferences and symposia that last 1 day or longer. For records of similar outreach programs, see: · Chapter 13, Item 1305 - RACO and other records management conferences; · Chapter 16, Item 1602 - Ceremonies and events, including lectures, forums, seminars, and panel presentations, each lasting less than 1 day in duration; and · Item 1618 - Regional outreach activities of Regional Administrators and Records Management, Records Center Operations, and Archival Operations Programs at regional records services facilities. Published and unpublished program proceedings and related records. a. Textual and electronic records and supporting nontextual items pertaining to program proceedings. Records may include any of the following: · Programs; · Speeches, presentations, and handouts; · Invitations and lists of guests; · Lists and biographies of speakers; · Conference volumes or videotapes with accompanying transcripts that are intended to substitute for volumes; · Copyright releases and authorizations; and · Material relating to press coverage.	Permanent N01-0064-2002-0001 Item 1b1 PERMANENT. Cut off upon completion of the conference or symposium OR upon publication of proceedings in textual and/or electronic formats. Transfer to NARA 5 years after cutoff. (N1-64-02-1, item 1b[1]) NOTE: Audiovisual and electronic records must be transferred to NARA in accordance with 36 CFR 1228.266 and 36 CFR 1228.270 respectively. Electronic files must be transferred in a format that is acceptable to NARA at the time of transfer.

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1601 Files of Professional and Scholarly Conferences and Symposia 1601-2b1	Records accumulated by/for NARA organizational units that are responsible for planning, managing, and publishing proceedings of professional and scholarly conferences and symposia and associated receptions. Conferences and symposia may be sponsored by NARA or co-sponsored with other Federal agencies and/or private sector partners, such as the Foundation for the National Archives, Presidential library support organizations, private companies, and not-for-profit corporations. Item 1601 EXCLUDES records created and maintained exclusively for the business needs of the Foundation for the National Archives and Presidential library support organizations. NOTE: Item 1601 covers conferences and symposia that last 1 day or longer. For records of similar outreach programs, see: · Chapter 13, Item 1305 - RACO and other records management conferences; · Chapter 16, Item 1602 - Ceremonies and events, including lectures, forums, seminars, and panel presentations, each lasting less than 1 day in duration; and · Item 1618 - Regional outreach activities of Regional Administrators and Records Management, Records Center Operations, and Archival Operations Programs at regional records services facilities. Published and unpublished program proceedings and related records. b. Video and audio recordings of proceedings, reception speeches, and interviews, copyright releases and authorizations, and any other related documentation. (1) Video and audio recordings and related documentation that significantly enhance knowledge and understanding of the proceedings and other related information. (See file no. 1601-2a for videotapes that are intended to substitute for conference volumes.)	Permanent N01-0064-2002-0001 Item 1b2a PERMANENT. Transfer to NARA in accordance with file no. 1601-2a. (N1-64-02-1, item 1b[2][a])
1601 Files of Professional and Scholarly Conferences and Symposia 1601-2b2	Records accumulated by/for NARA organizational units that are responsible for planning, managing, and publishing proceedings of professional and scholarly conferences and symposia and associated receptions. Conferences and symposia may be sponsored by NARA or co-sponsored with other Federal agencies and/or private sector partners, such as the Foundation for the National Archives, Presidential library support organizations, private companies, and not-for-profit corporations. Item 1601 EXCLUDES records created and maintained exclusively for the business needs of the Foundation for the National Archives and Presidential library support organizations. NOTE: Item 1601 covers conferences and symposia that last 1 day or longer. For records of similar outreach programs, see: · Chapter 13, Item 1305 - RACO and other records management conferences; · Chapter 16, Item 1602 - Ceremonies and events, including lectures, forums, seminars, and panel presentations, each lasting less than 1 day in duration; and · Item 1618 - Regional outreach activities of Regional Administrators and Records Management, Records Center Operations, and Archival Operations Programs at regional records services facilities. Published and unpublished program proceedings and related records. b. Video and audio recordings of proceedings, reception speeches, and interviews, copyright releases and authorizations, and any other related documentation. (2) Video and audio recordings and related documentation that do NOT significantly enhance knowledge and understanding of the proceedings and other related information.	Temporary N01-0064-2002-0001 Item 1b2b Destroy when 10 years old OR when no longer needed for reference, whichever is LATER. (N1-64-02-1, item 1b[2][b])

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1602 Ceremonies and Events Files 1602-1a	Records accumulated by/for NARA organizational units that are responsible for the planning and managing of ceremonies, events, and associated receptions. NARA may be a sponsor or a co-sponsor with one or more Federal agencies and/or private sector partners (e.g., the Foundation for the National Archives, Presidential library support organizations, private companies, and not-for-profit corporations). Item 1602 EXCLUDES records created and maintained exclusively for the business needs of the Foundation for the National Archives and Presidential library support organizations. NOTE: For records of other outreach programs, see: · Chapter 13, Item 1305 for RACO and other records management conferences; · Chapter 16, Item 1601 - Professional and scholarly conferences and symposia lasting 1 day or longer; · Item 1603 - Tours; · Item 1606 - Archival and genealogical workshops; · Item 1607 - Teacher workshops; · Item 1608 - School programs; and · Item 1618 - Regional outreach activities of Regional Administrators and Records Management, Records Center Operations, and Archival Operations Programs at regional records services facilities. Unique ceremonies, events, and associated receptions, and those that occur annually, periodically, or frequently and are considered to be "historically significant." May also include "milestone" and "gala" ceremonies and events that otherwise would be covered under 1602-2. a. Administrative records associated with the logistics of planning, scheduling, and managing ceremonies, events, and receptions. Records may include any of the following: correspondence, forms, notes, mailing lists, invoices, receipts, advertisements, and other related records.	Temporary N01-0064-2002-0001 Item 2a1 Cut off after all historical documentation of the ceremony or event has been collected. Destroy 5 years after cutoff OR when no longer needed for administrative or reference purposes, whichever is LATER. (N1-64-02-1, item 2a[1])
1602 Ceremonies and Events Files 1602-1b	Records accumulated by/for NARA organizational units that are responsible for the planning and managing of ceremonies, events, and associated receptions. NARA may be a sponsor or a co-sponsor with one or more Federal agencies and/or private sector partners (e.g., the Foundation for the National Archives, Presidential library support organizations, private companies, and not-for-profit corporations). Item 1602 EXCLUDES records created and maintained exclusively for the business needs of the Foundation for the National Archives and Presidential library support organizations. NOTE: For records of other outreach programs, see: · Chapter 13, Item 1305 for RACO and other records management conferences; · Chapter 16, Item 1601 - Professional and scholarly conferences and symposia lasting 1 day or longer; · Item 1603 - Tours; · Item 1606 - Archival and genealogical workshops; · Item 1607 - Teacher workshops; · Item 1608 - School programs; and · Item 1618 - Regional outreach activities of Regional Administrators and Records Management, Records Center Operations, and Archival Operations Programs at regional records services facilities. Unique ceremonies, events, and associated receptions, and those that occur annually, periodically, or frequently and are considered to be "historically significant." May also include "milestone" and "gala" ceremonies and events that otherwise would be covered under 1602-2. b. Textual and electronic records and supporting nontextual items maintained for historical documentation. Records may include any of the following: · Programs or schedules; · Speeches, presentations, and handouts; · Invitations and lists of guests; · Lists and biographies of speakers; · Copyright releases and authorizations; · Material relating to press coverage; · Substantive correspondence; · Video and/or audio recordings; and · Photographs and posters.	Permanent N01-0064-2002-0001 Item 2a2 PERMANENT. Cut off after all historical documentation of the ceremony or event has been collected. Transfer to NARA 5 years after cutoff. (N1-64-02-1, item 2a[2]) NOTE: Audiovisual and electronic records must be transferred to NARA in accordance with 36 CFR 1228.266 and 36 CFR 1228.270 respectively. Electronic files must be transferred in a format that is acceptable to NARA at the time of transfer.

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1602 Ceremonies and Events Files 1602-2	Records accumulated by/for NARA organizational units that are responsible for the planning and managing of ceremonies, events, and associated receptions. NARA may be a sponsor or a co-sponsor with one or more Federal agencies and/or private sector partners (e.g., the Foundation for the National Archives, Presidential library support organizations, private companies, and not-for-profit corporations). Item 1602 EXCLUDES records created and maintained exclusively for the business needs of the Foundation for the National Archives and Presidential library support organizations. NOTE: For records of other outreach programs, see: · Chapter 13, Item 1305 for RACO and other records management conferences; · Chapter 16, Item 1601 - Professional and scholarly conferences and symposia lasting 1 day or longer; · Item 1603 - Tours; · Item 1606 - Archival and genealogical workshops; · Item 1607 - Teacher workshops; · Item 1608 - School programs; and · Item 1618 - Regional outreach activities of Regional Administrators and Records Management, Records Center Operations, and Archival Operations Programs at regional records services facilities. Ceremonies, events, and associated receptions that occur routinely and are NOT considered to be "historically significant," "milestone," or "gala." · Administrative records pertaining to the logistics of planning, scheduling, and managing ceremonies, events, and receptions may include: correspondence, forms, notes, mailing lists, invoices, receipts, advertisements, and other related records. · Textual and electronic records and supporting nontextual items maintained for historical documentation may include: · Programs or schedules; · Speeches, presentations, and handouts; · Invitations and lists of guests; · Lists and biographies of speakers; · Copyright releases and authorizations; · Material relating to press coverage; · Substantive correspondence; · Video and/or audio recordings; and · Photographs and posters.	Temporary N01-0064-2002-0001 Item 2b Cut off annually. Destroy 3 years after cutoff OR when no longer needed for administrative or reference purposes, whichever is LATER. (N1-64-02-1, item 2b)
1603 Study Tour Files 1603	Records accumulated in arranging tours for college groups, professional organizations, and other interested groups. Included are lists of these groups, program outlines, and related records.	Temporary N01-0064-1987-0001 Item 1603 Cut off annually. Destroy when 5 years old. (N1-64-87-1)
1604 International Visitors File 1604	Records accumulated pertaining to the arrangement of tours, special education, and education internships for foreign visitors. Included are lists of foreign visitors, training materials, and related records.	Temporary N01-0064-1987-0001 Item 1604 Cut off annually. Destroy when 5 years old. (N1-64-87-1)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1605 Volunteer Program Files 1605-1	Records created in developing and administering NARA's Volunteer Program (see NARA Directive 1606). Included are records documenting NARA's Volunteer Associations and types of work performed by volunteers (e.g., docent-led tours, visitor services, presentations of educational programs for schools and communities, and assistance with archival and publications projects). Development papers, brochures, and plans for program promotion and membership activities. Arranged by subject.	Permanent N01-0064-1987-0001 Item 1605-1 PERMANENT. Cut off every 5 years, hold 2 years, and retire to records center. Transfer to NARA in 10-year blocks when 10 years old. (N1-64-87-1)
1605 Volunteer Program Files 1605-2	Records created in developing and administering NARA's Volunteer Program (see NARA Directive 1606). Included are records documenting NARA's Volunteer Associations and types of work performed by volunteers (e.g., docent-led tours, visitor services, presentations of educational programs for schools and communities, and assistance with archival and publications projects). Correspondence, memoranda, and other records relating to the administration of these programs.	Temporary N01-0064-1987-0001 Item 1605-2 Cut off annually. Destroy when 3 years old. (N1-64-87-1)
1605 Volunteer Program Files 1605-3	Records created in developing and administering NARA's Volunteer Program (see NARA Directive 1606). Included are records documenting NARA's Volunteer Associations and types of work performed by volunteers (e.g., docent-led tours, visitor services, presentations of educational programs for schools and communities, and assistance with archival and publications projects). Individual volunteer files. Includes application, records of hours worked, and other records pertaining to the volunteer's service.	Temporary N01-0064-1992-0003 Item 1-1605-3 Cut off when volunteer departs program. Destroy when 4 years old. (N1-64-92-3)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
Workshop, Training, and Educational Activities 1606 Education Workshop Training Files 1606-1	Education Workshop Training Files Correspondence, memoranda, notices, mailing lists, and other records relating to archival and genealogical workshops.	Temporary N01-0064-1987-0001 Item 1606-1 Cut off annually. Destroy when 3 years old. (N1-64-87-1)
1606 Education Workshop Training Files 1606-2	Education Workshop Training Files Training materials, including workshop outlines, handouts, and audiovisual materials.	Temporary N01-0064-1987-0001 Item 1606-2 Destroy when superseded OR obsolete. (N1-64-87-1)
1607 Teacher Workshop Files 1607-1	Teacher Workshop Files Correspondence, memoranda, notices, mailing lists, and other records relating to workshops for teachers.	Temporary N01-0064-1987-0001 Item 1607-1 Cut off annually. Destroy when 3 years old. (N1-64-87-1)
1607 Teacher Workshop Files 1607-2	Teacher Workshop Files Training materials, including workshop outlines, handouts, and audiovisual materials.	Temporary N01-0064-1987-0001 Item 1607-2 Destroy when superseded OR obsolete. (N1-64-87-1)
1608 School Program Training Materials Files 1608-1	School Program Training Materials Files Correspondence, memoranda, notices, mailing lists, and other records relating to school programs.	Temporary N01-0064-1987-0001 Item 1608-1 Cut off annually. Destroy when 3 years old. (N1-64-87-1)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1608 School Program Training Materials Files 1608-2	School Program Training Materials Files Training materials, including workshop outlines, handouts, and audiovisual materials.	Temporary N01-0064-1987-0001 Item 1608-2 Destroy when superseded OR obsolete. (N1-64-87-1)
1609 Modern Archives Institute Files 1609-1a	Records related to developing, planning, administering, conducting, and evaluating the Modern Archives Institute, a program for persons working in the fields of archives, manuscripts, special collections management, and records management. NARA offers this 2-week course, in partnership with the Library of Congress, to provide an introduction to archival theory and practice and the responsibilities of archival work. Files maintained by the Institute Director. a. Lists of class participants; class profiles; aggregated evaluation data; and curriculum plans, notes, and other records documenting major changes in course structure, direction, and/or content. Also includes, for every third year (starting with the 70th Institute in January 1992), the final brochure and a complete binder of instructional materials provided to participants. Records are arranged chronologically.	Permanent N01-0064-2002-0011 Item 1 PERMANENT. Cut off after closeout of each Institute. Transfer to NARA in 10-year blocks when newest records are 10 years old. (N1-64-02-11, item 1)
1609 Modern Archives Institute Files 1609-1b	Records related to developing, planning, administering, conducting, and evaluating the Modern Archives Institute, a program for persons working in the fields of archives, manuscripts, special collections management, and records management. NARA offers this 2-week course, in partnership with the Library of Congress, to provide an introduction to archival theory and practice and the responsibilities of archival work. Files maintained by the Institute Director. b. Photographic materials for brochures; individual evaluation forms; and curriculum plans, notes, and other records documenting routine plans for and changes to semiannual Institutes. Also includes final brochures and complete binders of instructional materials that are NOT covered under 1609-1a. Records are arranged chronologically.	Temporary Use GRS_2-6-010
1609 Modern Archives Institute Files 1609-2	Records related to developing, planning, administering, conducting, and evaluating the Modern Archives Institute, a program for persons working in the fields of archives, manuscripts, special collections management, and records management. NARA offers this 2-week course, in partnership with the Library of Congress, to provide an introduction to archival theory and practice and the responsibilities of archival work. Records relating to logistics and other administrative functions. Arranged chronologically by Institute.	Temporary N01-0064-2002-0011 Item 3 Cut off after closeout of each Institute. Destroy 2 years after cutoff. (N1-64-02-11, item 3)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1609 Modern Archives Institute Files 1609-3	Records related to developing, planning, administering, conducting, and evaluating the Modern Archives Institute, a program for persons working in the fields of archives, manuscripts, special collections management, and records management. NARA offers this 2-week course, in partnership with the Library of Congress, to provide an introduction to archival theory and practice and the responsibilities of archival work. Files maintained by NARA staff members who serve as instructors for Institute sessions.	Temporary N01-0064-2002-0011 Item 4 Destroy when superseded, obsolete, OR no longer needed for reference. (N1-64-02-11, item 4)
Exhibits 1610 NARA Exhibit Case Files 1610-1	Records related to permanent and temporary exhibits on display at NARA facilities in the Washington, DC area, Presidential libraries, National Personnel Records Center, Federal records centers, regional archives, and/or other venues in a NARA facility's geographical area. Item 1610 also covers records of NARA's traveling exhibits. Records may include: lists of exhibited items, captions for exhibit cases, photographs, background materials, correspondence relating to items borrowed for exhibit, loan agreements for incoming records, contracts, news clippings, and related records. Case files are arranged by exhibit title. Records relating to the planning and preparation of exhibits, including photographs, correspondence, and lists of exhibit items.	Permanent N01-0064-1987-0001 Item 1610-a PERMANENT. Transfer to NARA in 5-year blocks when 10 years old. (N1-64-87-1)
1610 NARA Exhibit Case Files 1610-2	Records related to permanent and temporary exhibits on display at NARA facilities in the Washington, DC area, Presidential libraries, National Personnel Records Center, Federal records centers, regional archives, and/or other venues in a NARA facility's geographical area. Item 1610 also covers records of NARA's traveling exhibits. Records may include: lists of exhibited items, captions for exhibit cases, photographs, background materials, correspondence relating to items borrowed for exhibit, loan agreements for incoming records, contracts, news clippings, and related records. Case files are arranged by exhibit title. Records of an administrative nature, such as copies of contracts and agreements, and records covered elsewhere in the NARA Records Schedule.	Temporary N01-0064-1987-0001 Item 1610-b Destroy when 10 years old OR sooner IF records are no longer needed. (N1-64-87-1)
1611 Graphic Record Files 1611-1	Graphic Record Files Exhibit-related graphics. Records accumulated in the production of exhibits. Included are blueprints, typeset proofsheets of text, specifications for fabrication, and samples of exhibits as installed.	Temporary N01-0064-1987-0001 Item 1611-1 Cut off upon termination of exhibit. Destroy when 10 years old. (N1-64-87-1)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1611 Graphic Record Files 1611-2	Graphic Record Files All other graphics. Records accumulated in the preparation of graphics for National Archives programs and events. Included are production boards for NARA publications, type and specifications for NARA signs, record copy of materials (such as graphics, posters, etc.), and educational program posters and brochures.	Temporary N01-0064-1987-0001 Item 1611-2 Cut off after project is completed. Destroy when 10 years old. (N1-64-87-1)
1612 Photographic Security Copies 1612-1	Records created as security copies of NARA holdings that are on exhibit or loan. Included are black and white or color negatives, prints, transparencies, and photographs. Facsimiles accumulated by Exhibit Programs and Staffs.	Temporary N01-0064-1987-0001 Item 1612-1 Transfer to the custodial unit when no longer needed. (N1-64-87-1)
1612 Photographic Security Copies 1612-2	Records created as security copies of NARA holdings that are on exhibit or loan. Included are black and white or color negatives, prints, transparencies, and photographs. Facsimiles accumulated by custodial units.	Temporary N01-0064-1987-0001 Item 1612-2 Destroy when superseded OR obsolete. (N1-64-87-1)
1613 Exhibit Loan Files 1613-1	Records accumulated in administering loans of NARA holdings for exhibition by other Federal agencies, museums, historical societies, and educational institutions. Records relating to the preparation and administration of loans (whether approved or denied), including correspondence, lists of borrowers and items loaned, loan agreements, insurance policies, condition reports, news clippings, and related records. Arranged by assigned number.	Permanent N01-0064-1990-0001 Item 1613-1 PERMANENT. Cut off after termination or disapproval of loan. Transfer to NARA in 5 year blocks when 10 years old. (N1-64-90-1)
1613 Exhibit Loan Files 1613-2	Records accumulated in administering loans of NARA holdings for exhibition by other Federal agencies, museums, historical societies, and educational institutions. Records relating to withdrawn loan requests.	Temporary N01-0064-1990-0001 Item 1613-2 Cut off annually. Destroy when 10 years old. (N1-64-90-1)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1613 Exhibit Loan Files 1613-3	Records accumulated in administering loans of NARA holdings for exhibition by other Federal agencies, museums, historical societies, and educational institutions. Records of an administrative nature, such as copies of agreements and records covered elsewhere in the NARA Records Schedule.	Temporary N01-0064-1990-0001 Item 1613-3 Destroy when 10 years old OR sooner IF records are no longer needed. (N1-64-90-1)
Promotion and Sales 1614 Museum Shop Records 1614-1	Records accumulated for the purpose of developing purchasing history, including: copies of purchase orders/agreements; samples of products; and vendor files that show products ordered, data, quantity, price, terms, frequency, etc. Also included are records relating to sales history, sales promotions, and product development specifications. Documents used to post history file.	Temporary N01-0064-1987-0001 Item 1614-1 Cut off annually. Destroy when 3 years old. (N1-64-87-1)
1614 Museum Shop Records 1614-2	Records accumulated for the purpose of developing purchasing history, including: copies of purchase orders/agreements; samples of products; and vendor files that show products ordered, data, quantity, price, terms, frequency, etc. Also included are records relating to sales history, sales promotions, and product development specifications. History file.	Temporary N01-0064-1987-0001 Item 1614-2 Destroy when obsolete. (N1-64-87-1)
1614 Museum Shop Records 1614-3	Records accumulated for the purpose of developing purchasing history, including: copies of purchase orders/agreements; samples of products; and vendor files that show products ordered, data, quantity, price, terms, frequency, etc. Also included are records relating to sales history, sales promotions, and product development specifications. Inventory records.	Temporary N01-0064-1990-0001 Item 1614-3 Cut off annually. Destroy when 3 years old. (N1-64-90-1)
1615 Marketing Files 1615	Records relating to broad marketing plans, specific marketing campaigns for products (copies of space ads, direct mail pieces, etc.), mail lists and record of sources, and analytical reports.	Temporary N01-0064-1987-0001 Item 1615 Cut off after life cycle of campaign. Destroy when 4 years old. (N1-64-87-1)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1616 Reciprocal Advertising Files 1616	Records accumulated in arranging reciprocal agreements with historical societies, educational institutions, and other organizations in printing advertisements. Included are copies of advertisements, contracts, and related records.	Temporary N01-0064-1987-0001 Item 1616 Cut off annually. Destroy when 4 years old. Earlier disposal is authorized IF records are no longer needed. (N1-64-87-1)
1617 Conference Exhibitions 1617	Records accumulated in the preparation and scheduling of conference exhibitions. Information includes: titles of conferences, purpose(s) for attendance, arrangements for booth(s) and shipment(s) of materials, and lists or samples of materials displayed.	Temporary N01-0064-1987-0001 Item 1617 Cut off annually. Destroy when 4 years old. (N1-64-87-1)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
Regional Outreach 1618 Regional Outreach 1618	Includes promotion of NARA and its programs to the government, researcher, and educational communities, and to the general public within the region; development (fundraising) activities; and presentations of public programs and exhibits. Comprises records that document outreach activities of the Office of the Regional Administrator and the Records Management, Records Center Operations, and Archival Operations Programs. Examples of regional outreach include: · Presenting workshops and records management training to Federal employees; · Presenting workshops and preparing educational materials for teachers and/or students; · Producing and disseminating marketing materials; · Planning and conducting events and preparing related documentation materials; · Publishing newsletters; and · Evaluating attendance at and effectiveness of outreach programs (by developing and using sign in sheets, evaluations, customer surveys, and similar information collections).	Temporary N01-0064-2008-0010 Item 13 Cut off at the end of the fiscal year in which the project/activity/transaction was completed or superseded. Destroy 5 years after cutoff. (N1-64-08-10, item 13)
Electronic Copies of Records Contained in this Chapter 1699 Word Processing Files and Electronic Mail (E-mail) Records 1699-1	Word Processing Files and Electronic Mail (E-mail) Records Word Processing Files. Documents such as letters, memoranda, reports, handbooks, directives, and manuals recorded on electronic media, such as hard disks or floppy diskettes, after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes.	Temporary N01-0064-2002-0001 Item 3a Delete from the word processing system when no longer needed for updating or revision. (GRS 5.1 item 020; N1-64-02-1, item 3a; and N1-64-02-11, item 5a)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1699 Word Processing Files and Electronic Mail (E-mail) Records 1699-2	Word Processing Files and Electronic Mail (E-mail) Records E-mail Records. Senders' and recipients' versions of e-mail messages that meet the definition of Federal records, and any attachments to the record messages after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes.	PERMANENT / Temporary N01-0064-2002-0001 Item 3b, GRS 6.1 items 010, 011 Delete from the e-mail system after copying to a recordkeeping system. (GRS 6.1 items 010, 011, GRS 5.1 item 020; N1-64-02-1, item 3b; and N1-64-02-11, item 5b) NOTE: Along with the message text, the recordkeeping system must capture the names of sender and recipients and date (transmission data for recordkeeping purposes) and any receipt data when required.

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
Chapter 17, National Historical Publications and Records Commission (NHPRC) Commission 1701 Commission Membership Files 1701	Documents accumulated in recording appointments to NHPRC and other official actions affecting Commission membership. Included are correspondence, appointment orders, letters of resignation, other official actions, and related records. Files are arranged alphabetically by member.	Permanent N01-0064-1987-0001 Item 1701 PERMANENT. Cut off in 5-year blocks. Offer to NARA in 10-year blocks when 10 years old (N1-64-87-1)
1702 Commission Meeting Files 1702-1	Commission Meeting Files Documents created in recording NHPRC proceedings. Included are agenda, minutes, policy papers, committee reports, typed transcripts, audio recordings of meeting proceedings, list of products received since last Commission meeting, and related records. Arranged by meeting.	Permanent N01-0064-1987-0001 Item 1702-1 PERMANENT. Transfer to NARA when no longer needed for current operations. (N1-64-87-1)
1702 Commission Meeting Files 1702-2	Commission Meeting Files Circular letters, containing routine information (e.g., copies of agenda, minutes, etc.), sent from the Executive Director to Commission members.	Temporary N01-0064-1987-0001 Item 1702-2 Cut off annually. Destroy when 3 years old. (N1-64-87-1)
1703 NHPRC Annual Report 1703-1	Documents accumulated in compiling NHPRC Annual Report to Congress. Included are copies of the report, summary data on NHPRC activities and achievements, and related records. Record copy of reports submitted prior to 1985. (File record copy of annual reports submitted in 1985 and thereafter in file no. 121, NARA Annual Report to Congress.) Arranged chronologically.	Permanent N01-0064-1987-0001 Item 1703-1 PERMANENT. Transfer complete set to NARA in 1990. (N1-64-87-1)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1703 NHPRC Annual Report 1703-2	Documents accumulated in compiling NHPRC Annual Report to Congress. Included are copies of the report, summary data on NHPRC activities and achievements, and related records. Background materials.	Temporary N01-0064-1987-0001 Item 1703-2 Cut off annually. Destroy when 3 years old. (N1-64-87-1)
Grant Administration 1704 Program Correspondence and Subject Files 1704-1	Program Correspondence and Subject Files Correspondence and/or subject files, including memoranda, reports, forms, and other records relating to legal establishment of the NHPRC grant programs, their policies and basic procedures, and the management and evaluation of the grants. Arranged by subject.	Permanent N01-0064-1987-0001 Item 1704-1 PERMANENT. Cut off annually. Transfer to NARA in 10-year blocks when 20 years old. (N1-64-87-1)
1704 Program Correspondence and Subject Files 1704-2a	Program Correspondence and Subject Files Correspondence and/or subject files relating to routine operations and daily activities in administration of the NHPRC grant programs. a. Records Program Correspondence.	Temporary Use GRS_1-2-010
1704 Program Correspondence and Subject Files 1704-2b	Program Correspondence and Subject Files Correspondence and/or subject files relating to routine operations and daily activities in administration of the NHPRC grant programs. b. Publications Program Correspondence.	Temporary Use GRS_1-2-010

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1705 Grant Administration Study Files 1705-1	Documents accumulated by the staff in studying special problems relating to the administration of grants. Included are studies and related background records. Record copy of study. Arranged alphabetically by subject.	Permanent N01-0064-1987-0001 Item 1705-1 PERMANENT. Place in inactive file upon completion of study. Cut off inactive files every 5 years. Transfer to NARA in 5-year blocks when 10 years old. (N1-64-87-1)
1705 Grant Administration Study Files 1705-2	Documents accumulated by the staff in studying special problems relating to the administration of grants. Included are studies and related background records. Other materials.	Temporary N01-0064-1987-0001 Item 1705-2 Cut off annually upon completion of study. Destroy when 3 years old. (N1-64-87-1)
1706 Gift Fund Files 1706	Documents accumulated as a result of NHPRC activities to raise private funds to support NHPRC-sponsored projects. Included are correspondence, reports of income and disbursement, and related records.	Temporary N01-0064-1987-0001 Item 1706 Cut off annually, hold 5 years, and retire to records center. Destroy when 20 years old. (N1-64-87-1)
1707 Grant Control Files 1707	Indexes, registers, logs, or other records related to the control of assigning numbers or identifying projects, applications, and grants.	Temporary Use GRS_4-1-010
1710 Grant Case Files 1710-1	Case files for all grant programs, consisting of the grant or fellowship application, correspondence concerning program and fiscal matters, grant instrument, payment vouchers, approved budget with any amendments, interim and final narrative and expenditure reports, evaluation materials from reviewers and panelists, newspaper clippings, and related records. Files are arranged by grant program. Records grant program files are arranged by state and then by grant number. Publishing grant files are arranged by project name. Successful case files	Temporary Use GRS_1-2-020

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1710 Grant Case Files 1710-2	Case files for all grant programs, consisting of the grant or fellowship application, correspondence concerning program and fiscal matters, grant instrument, payment vouchers, approved budget with any amendments, interim and final narrative and expenditure reports, evaluation materials from reviewers and panelists, newspaper clippings, and related records. Files are arranged by grant program. Records grant program files are arranged by state and then by grant number. Publishing grant files are arranged by project name. Unsuccessful case files	Temporary Use GRS_1-2-021
1712 Final Product Files 1712	Published reports, books, studies, audiovisual materials, or any other final grant products and related records in textual or machine-readable form.	Temporary Use GRS_1-2-030
1713 Finding Aid Files 1713	Lists of documents at NARA, the Library of Congress, and other repositories relating to NHPRC projects. Lists are compiled by NHPRC staff. Arranged alphabetically by project name.	Permanent N01-0064-1987-0001 Item 1713 PERMANENT. Transfer to NARA when no longer needed for current operations OR when 30 years old, whichever is sooner. (N1-64-87-1)
1714 Institute for Documentary Editing 1714-1	Documents created in preparing, organizing, and administering training sessions in the field of documentary editing. Schedules, class lists, correspondence, and related records.	Temporary N01-0064-1987-0001 Item 1714-1 Cut off annually, hold 2 years, and retire to records center. Destroy when 7 years old. (N1-64-87-1)
1714 Institute for Documentary Editing 1714-2	Documents created in preparing, organizing, and administering training sessions in the field of documentary editing. Handouts, reference files, and similar documents.	Temporary N01-0064-1987-0001 Item 1714-2 Destroy when superseded or obsolete. (N1-64-87-1)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1714 Institute for Documentary Editing 1714-3	Documents created in preparing, organizing, and administering training sessions in the field of documentary editing. Records selected for historical and technical significance in documenting the status and progress of documentary editing.	Permanent N01-0064-1990-0001 Item 1714-3 PERMANENT. Cut off in 5-year blocks. Transfer to NARA in 10-year blocks when 10 years old. (N1-64-90-1)
Publications 1715 Publications Catalog 1715-1	Record copy of Publications Catalog and background materials used to compile listing of NHPRC Publications Program projects. Record copy.	Permanent N01-0064-1987-0001 Item 1715-1 PERMANENT. Transfer to NARA when 10 years old. (N1-64-87-1)
1715 Publications Catalog 1715-2	Record copy of Publications Catalog and background materials used to compile listing of NHPRC Publications Program projects. Background materials.	Temporary N01-0064-1987-0001 Item 1715-2 Destroy 2 years after publication. (N1-64-87-1)
1716 Annotation Newsletter 1716-1	Record copy of each NHPRC newsletter, Annotation, and background materials used to compile the newsletter. Record set of newsletters. Arranged chronologically.	Permanent N01-0064-1987-0001 Item 1716-1 PERMANENT. Place in inactive file upon publication. Cut off inactive files in 5-year blocks. Transfer to NARA in 5-year blocks when 10 years old. (N1-64-87-1)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1716 Annotation Newsletter 1716-2	Record copy of each NHPRC newsletter, Annotation, and background materials used to compile the newsletter. Background materials.	Temporary N01-0064-1987-0001 Item 1716-2 Destroy 2 years after publication. (N1-64-87-1)
1717 NHPRC Directory Files 1717-1	Documents created in the preparation of the Directory of Archives and Manuscript Repositories in the United States. Included are survey questionnaires (Repository Information Forms), machine-readable data base, record copy of Directory, and related policy papers concerning the overall development of the Directory. Record copy of Directory and related policy papers. Arranged by subject.	Permanent N01-0064-1987-0001 Item 1717-1 PERMANENT. Transfer to NARA when 10 years old. (N1-64-87-1)
1717 NHPRC Directory Files 1717-2	Documents created in the preparation of the Directory of Archives and Manuscript Repositories in the United States. Included are survey questionnaires (Repository Information Forms), machine-readable data base, record copy of Directory, and related policy papers concerning the overall development of the Directory. Survey questionnaires and other records.	Temporary N01-0064-1987-0001 Item 1717-2 Destroy when superseded or obsolete. (N1-64-87-1)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
Electronic Copies of Records Contained in this Chapter 1799 Word Processing Files and Electronic Mail (E-mail) Records 1799-1	Word Processing Files and Electronic Mail (E-mail) Records Word Processing Files. Documents such as letters, memoranda, reports, handbooks, directives, and manuals recorded on electronic media, such as hard disks or floppy diskettes, after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes.	Temporary Use GRS_5-2-020
1799 Word Processing Files and Electronic Mail (E-mail) Records 1799-2	Word Processing Files and Electronic Mail (E-mail) Records E-mail Records. Senders' and recipients' versions of e-mail messages that meet the definition of Federal records, and any attachments to the record messages after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes.	Temporary Use GRS_6-1-010 & 011, GRS_5-2-020

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
Chapter 18, National Archives Trust Fund Trust Fund Board 1801 Bylaws, Rules, and Regulations File 1801	Documents created by the Trust Fund to record amendments, repeals, revisions, and deletions to the bylaws. Included are approved copies of the bylaws, amendments, background papers, and related records.	Permanent N01-0064-1987-0001 Item 1801-1 PERMANENT. Cut off when superseded or no longer needed, hold 5 years, and transfer to NARA. (N1-64-87-1)
1802 Trust Fund Board Files 1802-1	Documents created and accumulated by the Trust Fund Board in recording Board meetings, proceedings, and decisions. Included are agenda, minutes, resolutions, correspondence, memorandums, and copies of representational budgets. Records maintained by the Secretary of the Trust Fund. Arranged chronologically.	Permanent N01-0064-1987-0001 Item 1802-1 PERMANENT. Transfer to NARA in 10-year blocks when 10 years old. (N1-64-87-1)
1802 Trust Fund Board Files 1802-2	Documents created and accumulated by the Trust Fund Board in recording Board meetings, proceedings, and decisions. Included are agenda, minutes, resolutions, correspondence, memorandums, and copies of representational budgets. Other copies.	Temporary N01-0064-1987-0001 Item 1802-2 Destroy when no longer needed for reference. (N1-64-87-1)
1803 Trust Fund Annual Report 1803-1	Documents accumulated in compiling the Trust Fund's annual report. Included are copies of the report, summary data on Trust Fund expenditures, and related records. Record copy of reports maintained by the Secretary of the Trust Fund. Arranged chronologically.	Permanent N01-0064-1987-0001 Item 1803-1 PERMANENT. Cut off in 10-year blocks. Transfer to NARA in 10-year blocks when 10 years old. (N1-64-87-1)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1803 Trust Fund Annual Report 1803-2	Documents accumulated in compiling the Trust Fund's annual report. Included are copies of the report, summary data on Trust Fund expenditures, and related records. Background materials and other copies.	Temporary N01-0064-1987-0001 Item 1803-2 Cut off annually. Destroy when 3 years old. (N1-64-87-1)
Financial Records 1804 Gift Fund File 1804	Documents created by the Trust Fund to record the programs of the Gift Fund: the grant program administered by the National Historical Publications and Records Commission (NHPRC); and cultural and archival programs sponsored by the Offices of Records Services - Washington, DC (NW), Regional Records Services (NR), and Presidential Libraries (NL). Included are grant applications, correspondence, copies of the representational budget, publications, plans of programs, lists of speakers, receipts, and related records.	Permanent N01-0064-1987-0001 Item 1804-1 PERMANENT. Cut off upon completion of program or grant. Transfer to NARA in 5-year blocks when 10 years old. (N1-64-87-1)
1805 Order Fulfillment and Accounting System (OFAS) and Related Records 1805-1	Records documenting customer orders for products and services, and related reports and summaries for administration of the National Archives Trust Fund. Orders include those for researching and reproducing records, publications of popular documents (e.g., Census microfilm), and merchandise. Records document order entry, order fulfillment tracking, and payment. Includes orders placed at "point of sale" (walk-in), by phone, fax and mail, and those received via NARA's web-based Order Online! system. The auditable copies of these records are maintained by NARA's financial services bureau (currently the Bureau of the Public Debt, Administrative Resources Center). Order history file (OFAS)	Temporary N01-0064-2007-0003 Item 1b Cut off annually. Delete when 3 years old. (N1-64-07-3, item 1b)
1805 Order Fulfillment and Accounting System (OFAS) and Related Records 1805-2a	Records documenting customer orders for products and services, and related reports and summaries for administration of the National Archives Trust Fund. Orders include those for researching and reproducing records, publications of popular documents (e.g., Census microfilm), and merchandise. Records document order entry, order fulfillment tracking, and payment. Includes orders placed at "point of sale" (walk-in), by phone, fax and mail, and those received via NARA's web-based Order Online! system. The auditable copies of these records are maintained by NARA's financial services bureau (currently the Bureau of the Public Debt, Administrative Resources Center). Order transaction files (regardless of source: Point-of-sale entry, phone, mail or fax order, or from the online ordering system). a. Unpaid BillMe orders and unapproved credit card orders that remain outstanding for more than 90 days.	Temporary N01-0064-2007-0003 Item 2a Cut off at end of quarter. Delete 3 years after cutoff. (N1-64-07-3, item 2a)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1805 Order Fulfillment and Accounting System (OFAS) and Related Records 1805-2b	Records documenting customer orders for products and services, and related reports and summaries for administration of the National Archives Trust Fund. Orders include those for researching and reproducing records, publications of popular documents (e.g., Census microfilm), and merchandise. Records document order entry, order fulfillment tracking, and payment. Includes orders placed at "point of sale" (walk-in), by phone, fax and mail, and those received via NARA's web-based Order Online! system. The auditable copies of these records are maintained by NARA's financial services bureau (currently the Bureau of the Public Debt, Administrative Resources Center). Order transaction files (regardless of source: Point-of-sale entry, phone, mail or fax order, or from the online ordering system). b. Paid Orders (Paid BillMe orders and approved credit card orders) and all other transaction records. Includes, but not limited to: · Customer Payments (Lockbox) - Customer Payment data, database, and text files on the local network drive; · Point of Sale - Records of walk-in (cash and carry) transactions (includes orders mailed to a regional office); · Transaction History (Receivables Management and Customers) - Includes transaction and distribution history, receivables distribution history, period history and journal history; · General Ledger - Records of all posted (completed) transactions; and: · Sales Order Processing History	Temporary N01-0064-2007-0003 Item 2b Cut off at end of quarter. Delete 3 years after cutoff. (N1-64-07-3, item 2b)
1805 Order Fulfillment and Accounting System (OFAS) and Related Records 1805-3	Records documenting customer orders for products and services, and related reports and summaries for administration of the National Archives Trust Fund. Orders include those for researching and reproducing records, publications of popular documents (e.g., Census microfilm), and merchandise. Records document order entry, order fulfillment tracking, and payment. Includes orders placed at "point of sale" (walk-in), by phone, fax and mail, and those received via NARA's web-based Order Online! system. The auditable copies of these records are maintained by NARA's financial services bureau (currently the Bureau of the Public Debt, Administrative Resources Center). Summaries and statistical reports derived from data on the system. This information does not include individual identification of customers.	Temporary N01-0064-2007-0003 Item 3 Cut off annually. Destroy when 3 years old or when no longer needed. (N1-64-07-3, item 3)
1805 Order Fulfillment and Accounting System (OFAS) and Related Records 1805-4	Records documenting customer orders for products and services, and related reports and summaries for administration of the National Archives Trust Fund. Orders include those for researching and reproducing records, publications of popular documents (e.g., Census microfilm), and merchandise. Records document order entry, order fulfillment tracking, and payment. Includes orders placed at "point of sale" (walk-in), by phone, fax and mail, and those received via NARA's web-based Order Online! system. The auditable copies of these records are maintained by NARA's financial services bureau (currently the Bureau of the Public Debt, Administrative Resources Center). System documentation (OFAS). Date, file and output specifications and user guides.	Temporary N01-0064-2007-0003 Item 4 Cut off at end of year in which system documentation is superseded or obsolete. Destroy/delete 2 years after cutoff. (N1-64-07-3, item 4)
1806 Purchase and Contract Case Files 1806-1a	Documents accumulated by the Trust Fund in procuring supplies and services. Included are rejected bids, mailing lists, invitations for bids, abstracts of bids and tabulations, records of receipts for bids and responses, notices of award, contracts and amendments, contract summaries, purchase orders, procurement source documents, laboratory test records, purchase case progress records, purchase file transmittals, correspondence, and related records. Case files maintained by the National Archives Trust Fund Division (NAT). a. Transactions that exceed the simplified acquisition threshold ($100,000) and all construction contracts exceeding $2,000.	Temporary Use GRS_1-1-010

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1806 Purchase and Contract Case Files 1806-1b	Documents accumulated by the Trust Fund in procuring supplies and services. Included are rejected bids, mailing lists, invitations for bids, abstracts of bids and tabulations, records of receipts for bids and responses, notices of award, contracts and amendments, contract summaries, purchase orders, procurement source documents, laboratory test records, purchase case progress records, purchase file transmittals, correspondence, and related records. Case files maintained by the National Archives Trust Fund Division (NAT). b. Transactions at or below the simplified acquisition threshold ($100,000) and all construction contracts at or below $2,000.	Temporary Use GRS_1-1-010
1806 Purchase and Contract Case Files 1806-2	Documents accumulated by the Trust Fund in procuring supplies and services. Included are rejected bids, mailing lists, invitations for bids, abstracts of bids and tabulations, records of receipts for bids and responses, notices of award, contracts and amendments, contract summaries, purchase orders, procurement source documents, laboratory test records, purchase case progress records, purchase file transmittals, correspondence, and related records. Copies maintained by other offices.	Temporary DAA-0064-2015-0003-dup Item 1 Use GRS 1.1 item 011 or File 207 (DAA-0064-2015-0003 item 1).
1807 NARA Online Ordering System (Order Online! / SOFA) and Related Records 1807-1	Records documenting web-based customer orders for products and services. Orders are for reproductions of popular documents (e.g. Census), and researching and copying records. Includes records enabling customers to track and smart-fill online orders, initiate financial transactions, and for staff to track and fulfill orders. May include orders paid by other than credit card originating with the Order Fulfillment and Accounting System (OFAS) (mail, fax, phone, or Point of Sale). Customer profile data	Temporary N01-0064-2007-0002 Item 1 Delete when no longer needed for administrative or financial purposes. (N1-64-07-2, item 1)
1807 NARA Online Ordering System (Order Online! / SOFA) and Related Records 1807-2a	Records documenting web-based customer orders for products and services. Orders are for reproductions of popular documents (e.g. Census), and researching and copying records. Includes records enabling customers to track and smart-fill online orders, initiate financial transactions, and for staff to track and fulfill orders. May include orders paid by other than credit card originating with the Order Fulfillment and Accounting System (OFAS) (mail, fax, phone, or Point of Sale). Order transaction files (NATF Form 72, Order for Reproduction Services) a. Form 72 Quotes.	Temporary N01-0064-2007-0002 Item 2a Cut off at end of fiscal year. Delete or destroy when 2 years old. (N1-64-07-2, item 2a)
1807 NARA Online Ordering System (Order Online! / SOFA) and Related Records 1807-2b	Records documenting web-based customer orders for products and services. Orders are for reproductions of popular documents (e.g. Census), and researching and copying records. Includes records enabling customers to track and smart-fill online orders, initiate financial transactions, and for staff to track and fulfill orders. May include orders paid by other than credit card originating with the Order Fulfillment and Accounting System (OFAS) (mail, fax, phone, or Point of Sale). Order transaction files (NATF Form 72, Order for Reproduction Services) b. Form 72 Orders.	Temporary N01-0064-2007-0002 Item 2b Cut off at end of fiscal year. Destroy when 1 year old. (N1-64-07-2, item 2b)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1807 NARA Online Ordering System (Order Online! / SOFA) and Related Records 1807-2c	Records documenting web-based customer orders for products and services. Orders are for reproductions of popular documents (e.g. Census), and researching and copying records. Includes records enabling customers to track and smart-fill online orders, initiate financial transactions, and for staff to track and fulfill orders. May include orders paid by other than credit card originating with the Order Fulfillment and Accounting System (OFAS) (mail, fax, phone, or Point of Sale). Order transaction files (NATF Form 72, Order for Reproduction Services) c. Canceled orders.	Temporary N01-0064-2007-0002 Item 2c Cut off at end of fiscal year. Delete or destroy when 1 year old. (N1-64-07-2, item 2c)
1807 NARA Online Ordering System (Order Online! / SOFA) and Related Records 1807-3a	Records documenting web-based customer orders for products and services. Orders are for reproductions of popular documents (e.g. Census), and researching and copying records. Includes records enabling customers to track and smart-fill online orders, initiate financial transactions, and for staff to track and fulfill orders. May include orders paid by other than credit card originating with the Order Fulfillment and Accounting System (OFAS) (mail, fax, phone, or Point of Sale). Fulfillment-related records created and received by custodial/reference units and the authorized contractor: a. Originals of requests (e.g. Form 80's) scanned into the order fulfillment system.	Temporary N01-0064-2007-0002 Item 3a File after verifying readability of scan and attachment to correct order number. Cut off at end of FY. Destroy 3 years after cutoff. (N1-64-07-2, item 3a)
1807 NARA Online Ordering System (Order Online! / SOFA) and Related Records 1807-3b	Records documenting web-based customer orders for products and services. Orders are for reproductions of popular documents (e.g. Census), and researching and copying records. Includes records enabling customers to track and smart-fill online orders, initiate financial transactions, and for staff to track and fulfill orders. May include orders paid by other than credit card originating with the Order Fulfillment and Accounting System (OFAS) (mail, fax, phone, or Point of Sale). Fulfillment-related records created and received by custodial/reference units and the authorized contractor: b. Pull slips, NA form 14001's (Reference Service Slips) and copies of packing slips. (NOTE: Because these NA form 14001's are used internally, they are marked to distinguish them from public research room 14001's.)	Temporary N01-0064-2007-0002 Item 3b Cut off at end of FY. Destroy when 3 years old. (N1-64-07-2, item 3b)
1807 NARA Online Ordering System (Order Online! / SOFA) and Related Records 1807-3c	Records documenting web-based customer orders for products and services. Orders are for reproductions of popular documents (e.g. Census), and researching and copying records. Includes records enabling customers to track and smart-fill online orders, initiate financial transactions, and for staff to track and fulfill orders. May include orders paid by other than credit card originating with the Order Fulfillment and Accounting System (OFAS) (mail, fax, phone, or Point of Sale). Fulfillment-related records created and received by custodial/reference units and the authorized contractor: c. Other hardcopy records.	Temporary N01-0064-2007-0002 Item 3c Cut of at end of FY. Destroy when 3 years old. (N1-64-07-2, item 3c)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1807 NARA Online Ordering System (Order Online! / SOFA) and Related Records 1807-4	Records documenting web-based customer orders for products and services. Orders are for reproductions of popular documents (e.g. Census), and researching and copying records. Includes records enabling customers to track and smart-fill online orders, initiate financial transactions, and for staff to track and fulfill orders. May include orders paid by other than credit card originating with the Order Fulfillment and Accounting System (OFAS) (mail, fax, phone, or Point of Sale). System documentation. Data, file, and output specifications and user guides.	Temporary N01-0064-2007-0002 Item 4 Cut off at end of year in which system documentation is superseded or obsolete. Destroy/delete 2 years after cutoff. (N1-64-07-2, item 4)
Electronic Copies of Records Contained in this Chapter 1899 Word Processing Files and Electronic Mail (E-mail) Records 1899-1	Word Processing Files and Electronic Mail (E-mail) Records Word Processing Files. Documents such as letters, memoranda, reports, handbooks, directives, and manuals recorded on electronic media, such as hard disks or floppy diskettes, after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes.	Temporary Use GRS_5-2-020
1899 Word Processing Files and Electronic Mail (E-mail) Records 1899-2	Word Processing Files and Electronic Mail (E-mail) Records E-mail Records. Senders' and recipients' versions of e-mail messages that meet the definition of Federal records, and any attachments to the record messages after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes.	Temporary Use GRS_6-1-010 & 011, GRS_5-2-020

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
Chapter 19, Information Security Oversight Office Program Direction 1901 Program Direction 1901-1	Includes, but NOT limited to, records created by the following functions: budget development, performance reporting, and management controls. Director's Office Records that document primary responsibility for planning, managing and evaluating the program that manages the policies and performance of all aspects of the Information Security Oversight Office (ISOO), i.e., the national program for classification management. Sets overall goals and objectives, assigns tasks and activities to staff. Provides policy interpretations to staff and external agencies and organizations. Evaluates ISOO program activities to determine whether goals and objectives have been met, and directs changes and improvements.	Permanent N01-0064-2006-0004 Item 1 PERMANENT. Cut off annually. Transfer to NARA in 5-year blocks when the newest records in the block are 10 years old. (N1-64-06-4, item 1)
1901 Program Direction 1901-2	Includes, but NOT limited to, records created by the following functions: budget development, performance reporting, and management controls. All other administrative levels (including team leaders) Operational responsibility for implementing ISOO programs, including managing, planning, and scheduling the work.	Temporary N01-0064-2006-0004 Item 2 Cut off at the end of the fiscal year in which the project/activity was completed or superseded. Destroy 5 years after cutoff. (N1-64-06-4, item 2)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
Program Operation 1902 Program Operation 1902-1	Functions that directly fulfill ISOO's mission. Policy Development Records that document developing and communicating information security policy and authorizing agencies to classify records. This includes: Issuing and revising Executive orders and implementing directives; Consulting with the National Security Council, Executive agencies and others to draft, revise, and communicate policy and procedures; authorizing agencies to classify records. Examples include: Issuing and revising E.O.'s and implementing directives, meetings of interagency committees and boards, and handling agency requests for original classification authority.	Permanent N01-0064-2006-0004 Item 3 PERMANENT. Cut off annually. Transfer to NARA in 5-year blocks when the newest records in the block are 10 years old. (N1-64-06-4, item 3)
1902 Program Operation 1902-2a	Functions that directly fulfill ISOO's mission. Complaints, Suggestions, Violations, Waivers, and Reclassification Records that document specific actions and proceedings relating to information security programs or to the classification status of particular records/ information in an agency or the Office of the President. This includes handling: Complaints and suggestions received about agencies or the program in general; reports of violations and infractions of the E.O. or of compromises of national security information; requests for waiver or exemption, and: requests to reclassify information. a. All records, excluding those listed below. (Includes complaints, suggestions, reports of violations and infractions or of compromises of national security information.)	Temporary N01-0064-2006-0004 Item 4a Cut off on close of case or final determination. Destroy 5 years after cutoff. (N1-64-06-4, item 4a)
1902 Program Operation 1902-2b	Functions that directly fulfill ISOO's mission. Complaints, Suggestions, Violations, Waivers, and Reclassification Records that document specific actions and proceedings relating to information security programs or to the classification status of particular records/ information in an agency or the Office of the President. This includes handling: Complaints and suggestions received about agencies or the program in general; reports of violations and infractions of the E.O. or of compromises of national security information; requests for waiver or exemption, and: requests to reclassify information. b. Waivers or Exemptions - resulting from an agency's request to be granted an exemption from requirements under the Executive orders or implementing directives. (Portion marking, declassification markings, and other related matters.)	Permanent N01-0064-2006-0004 Item 4b PERMANENT. Cut off annually. Transfer to NARA in 5-year blocks when the newest records in the block are 10 years old. (N1-64-06-4, item 4b)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1902 Program Operation 1902-2c	Functions that directly fulfill ISOO's mission. Complaints, Suggestions, Violations, Waivers, and Reclassification Records that document specific actions and proceedings relating to information security programs or to the classification status of particular records/ information in an agency or the Office of the President. This includes handling: Complaints and suggestions received about agencies or the program in general; reports of violations and infractions of the E.O. or of compromises of national security information; requests for waiver or exemption, and: requests to reclassify information. c. Reclassification Actions - resulting from an agency's decision to reclassify declassified information or to classify any information, following public disclosure, that had not been classified.	Permanent N01-0064-2006-0004 Item 4c PERMANENT. Cut off annually. Transfer to NARA in 5-year blocks when the newest records in the block are 10 years old. (N1-64-06-4, item 4c)
1902 Program Operation 1902-3a	Functions that directly fulfill ISOO's mission. ISCAP - Interagency Security Classification Appeals Panel Records that document executive secretariat and program support by ISOO for ISCAP in its handling of mandatory declassification review appeals, challenges, and exemptions. a. ISOO records	Permanent N01-0064-2006-0004 Item 5a PERMANENT. Cut off at end of Presidential administration. Transfer to NARA in 5-year blocks when the newest records in the block are 10 years old. (N1-64-06-4, item 5a)
1902 Program Operation 1902-3b	Functions that directly fulfill ISOO's mission. ISCAP - Interagency Security Classification Appeals Panel Records that document executive secretariat and program support by ISOO for ISCAP in its handling of mandatory declassification review appeals, challenges, and exemptions. b. Presidential Records	Permanent N01-0064-2006-0004 Item 5b-inst Follow applicable instructions for Presidential Records Act materials.
1902 Program Operation 1902-4a	Functions that directly fulfill ISOO's mission. Oversight, Inspection and Liaison Records that document inspection of classification management programs in Federal agencies and authorized contractors (the National Industrial Security Program). Includes information gathering, analysis, and reporting on agency programs, liaison work with agencies, and planning for the program. a. Planning and scheduling.	Temporary N01-0064-2006-0004 Item 6a-inst Use file no. 1901-2. (N1-64-06-4, item 6a)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1902 Program Operation 1902-4b	Functions that directly fulfill ISOO's mission. Oversight, Inspection and Liaison Records that document inspection of classification management programs in Federal agencies and authorized contractors (the National Industrial Security Program). Includes information gathering, analysis, and reporting on agency programs, liaison work with agencies, and planning for the program. b. Agency Monitoring Files (formerly "Agency Files"). Records are arranged by name of agency.	Temporary N01-0064-2006-0004 Item 6b Cut off at end of year in which inspection cycle closed. Retire to Federal records center when 15 years old. Destroy 50 years after cutoff. (N1-64-06-4, item 6b)
1902 Program Operation 1902-4c	Functions that directly fulfill ISOO's mission. Oversight, Inspection and Liaison Records that document inspection of classification management programs in Federal agencies and authorized contractors (the National Industrial Security Program). Includes information gathering, analysis, and reporting on agency programs, liaison work with agencies, and planning for the program. c. Working papers maintained by individual analysts. Consists of drafts, notes, background materials, extra copies of documents and printed material.	Temporary N01-0064-2006-0004 Item 6c Destroy when no longer needed for current business or when 5 years old, whichever is sooner. (N1-64-06-4, item 6c)
1902 Program Operation 1902-5a	Functions that directly fulfill ISOO's mission. Statistical Collection, Analysis and Reporting Records that document collecting and compiling data on the classification management programs of Executive agencies, in order to prepare and issue official reports to the President, the Congress or other oversight bodies. This includes information on the National Industrial Security Program. Includes: The SF-311 "Agency Security Classification Management Program Data" for each agency, drafts and related records used in preparing official reports, and data on the cost of the classification management program to agencies. a. All records, excluding those listed below.	Permanent N01-0064-2006-0004 Item 7a PERMANENT. Cut off annually. Transfer to NARA in 5-year blocks when the newest records in the block are 15 years old. (N1-64-06-4, item 7a)
1902 Program Operation 1902-5b	Functions that directly fulfill ISOO's mission. Statistical Collection, Analysis and Reporting Records that document collecting and compiling data on the classification management programs of Executive agencies, in order to prepare and issue official reports to the President, the Congress or other oversight bodies. This includes information on the National Industrial Security Program. Includes: The SF-311 "Agency Security Classification Management Program Data" for each agency, drafts and related records used in preparing official reports, and data on the cost of the classification management program to agencies. b. Drafts and working papers related to preparing official reports.	Temporary N01-0064-2006-0004 Item 7b Cut off annually. Destroy when 5 years old. (N1-64-06-4, item 7b)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1902 Program Operation 1902-6a	Functions that directly fulfill ISOO's mission. Program Improvement Records that document special projects and studies to improve the national information security program which may result in special reports or findings. Includes development of forms and procedures for the program. a. All records, excluding those listed below.	Temporary N01-0064-2006-0004 Item 8a Cut off annually. Destroy when 10 years old. (N1-64-06-4, item 8a)
1902 Program Operation 1902-6b	Functions that directly fulfill ISOO's mission. Program Improvement Records that document special projects and studies to improve the national information security program which may result in special reports or findings. Includes development of forms and procedures for the program. b. Background materials, requisitions, specifications, processing data, and control records used in development of Standard Forms.	Temporary Use GRS_4-1-040
1902 Program Operation 1902-6c	Functions that directly fulfill ISOO's mission. Program Improvement Records that document special projects and studies to improve the national information security program which may result in special reports or findings. Includes development of forms and procedures for the program. c. Final copies of special reports or studies.	Permanent N01-0064-2006-0004 Item 8c PERMANENT. Cut off annually. Transfer to NARA in 5-year blocks when the newest records in the block 10 years old. (N1-64-06-4, item 8c)
1902 Program Operation 1902-7a	Functions that directly fulfill ISOO's mission. Communications Records that document communication and outreach to agencies and interest groups. Includes conducting, sponsoring, or participating in symposia, speeches by staff, and providing Security Education and Training a. All records, excluding those listed below,	Temporary N01-0064-2006-0004 Item 9a Cut off annually. Destroy when 5 years old. (N1-64-06-4, item 9a)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
1902 Program Operation 1902-7b	Functions that directly fulfill ISOO's mission. Communications Records that document communication and outreach to agencies and interest groups. Includes conducting, sponsoring, or participating in symposia, speeches by staff, and providing Security Education and Training b. Publications record set of communications materials.	Permanent N01-0064-2006-0004 Item 9b PERMANENT. Cut off annually. Transfer to NARA in 5-year blocks when the newest records in the block are 10 years old. (N1-64-06-4, item 9b)
1902 Program Operation 1902-7c	Functions that directly fulfill ISOO's mission. Communications Records that document communication and outreach to agencies and interest groups. Includes conducting, sponsoring, or participating in symposia, speeches by staff, and providing Security Education and Training c. Speeches by the Director.	Permanent N01-0064-2006-0004 Item 9c-inst File in 1901-1. (N1-64-06-4, item 9c)

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
Word Processing Files and Electronic Mail (E-mail) Records 1999 Word Processing Files and Electronic Mail (E-mail) Records 1999-1	Word Processing Files and Electronic Mail (E-mail) Records Word Processing Files. Documents such as letters, memoranda, reports, handbooks, directives, and manuals recorded on electronic media, such as hard disks or floppy diskettes, after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes.	Temporary N01-0064-2002-0005-dup Item 4a Delete from the word processing system when no longer needed for updating or revision. (GRS 5.1 item 020 and N1-64-02-5, item 4a)
1999 Word Processing Files and Electronic Mail (E-mail) Records 1999-2	Word Processing Files and Electronic Mail (E-mail) Records E-mail Records. Senders' and recipients' versions of e-mail messages that meet the definition of Federal records, and any attachments to the record messages after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes.	PERMANENT / Temporary N01-0064-2002-0005-dup Item 4b, GRS 6.1 itmes 010, 011 Delete from the e-mail system after copying to a recordkeeping system. (GRS 6.1 items 010, 011, GRS 5.1 item 020 and N1-64-02-5, item 4b) NOTE: Along with the message text, the record-keeping system must capture the names of sender and recipients and date (transmission data for record-keeping purposes) and any receipt data when required.

Record Category / Series # / Title / File #	Series Description / Item Description	Disposition Type / Authority / Disposition Instructions
Chapter 20, Records Schedules approved after July 1, 2019 Audiovisual Records 1 Historically Significant 1-1	Historically significant photographs, audio and video recordings. Consult the NARA Audiovisual Disposition Guide for guidelines on determining whether records are historically significant.	Permanent DAA-0064-2018-0006 Item 1 PERMANENT. Cut off at the end of the fiscal year. Transfer to the National Archives 5 years after cut off. (DAA-0064-2018-0006-0001)
1 Non-historical 1-2	Non-Historical/Non-Routine Audiovisual Records not covered by the GRS. Consult the NARA Audiovisual Disposition Guide for guidelines on determining whether records are historically significant.	Temporary DAA-0064-2018-0006 Item 2 Cut off at the end of the fiscal year Destroy 5 years after cut off. (DAA-0064-2018-0006-0002)