

Request for Records Disposition Authority

Records Schedule Number	DAA-AU-2013-0003
Schedule Status	Approved
Agency or Establishment	Department of the Army
Record Group / Scheduling Group	Army Undifferentiated
Records Schedule applies to	Major Subdivision
Major Subdivision	Corps of Engineers
Minor Subdivision	Mississippi Valley Division, Team New Orleans
Schedule Subject	Videotape Recordings of the New Orleans District Office
Internal agency concurrences will be provided	No

Background Information

The mission of the U S Army Corps of Engineers (USACE) is to provide vital public engineering services in peace and war to strengthen the Nation's security, energize the economy, and reduce risks from disasters. Missions of the Corps include civil works, military missions, environmental operations, emergency operations, research and development and sustainability projects both, domestically and internationally. Programs include water resource development activities such as flood control, navigation, recreation, and infrastructure and environmental stewardship.

USACE operations are divided into 10 divisions and districts: the North Atlantic Division, the South Atlantic Division, the Great Lakes and Ohio River Division, the Mississippi Division, the Mississippi Valley Division, the Southwestern Division, the Northwest Division, the South Pacific Division, the Pacific Ocean Division, the Transatlantic Division, and the Europe District. The Mississippi Valley Division includes the New Orleans District, which serves the engineering needs of south Louisiana.

Missions and work of the New Orleans District include programs designed to protect the region from hurricane, flood and storm damage, and facilitate navigation and waterborne commerce along the Mississippi River, and to protect and restore the fragile and disappearing ecosystem that houses the water resources managed by the New Orleans District.

This schedule provides a one-time disposition authority for audio-visual records for the U S Army Corps of Engineers, Mississippi

Valley Division, New Orleans District, allocated to Record Group 77,
Records of the Office of the Chief of Engineers

Upon accession of the records, NARA will appraise all videotapes and may immediately destroy items that NARA has further appraised to be temporary because they do not have sufficient administrative, legal, research or other value to warrant their continued preservation by the Government (including under GRS 21, Items 16, 17, and 20) Of the approximately 840 videotapes (approximately 39 boxes) covered by this schedule, approximately 660 videotapes have been preliminarily identified as permanent to be covered by Item 1, the remaining videotapes would be temporary and covered by Item 2 or by items in GRS 21

Item Count

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

GAO Approval

Outline of Records Schedule Items for DAA-AU-2013-0003

Sequence Number	
1	Videotape Recordings documenting significant activities of the New Orleans District Office Disposition Authority Number DAA-AU-2013-0003-0001
2	Videotape Recordings documenting routine activities of the New Orleans District Office Disposition Authority Number DAA-AU-2013-0003-0002

Records Schedule Items

Sequence Number	
1	<p data-bbox="370 411 1414 478">Videotape Recordings documenting significant activities of the New Orleans District Office</p> <p data-bbox="370 499 1129 527">Disposition Authority Number DAA-AU-2013-0003-0001</p> <p data-bbox="370 552 1509 947">These records are videotapes created and accumulated by the Army Corps of Engineers, New Orleans District. They document historically significant Corps of Engineers events, activities and projects in southern Louisiana. Examples include documentation and edited productions concerning damage caused by Hurricanes Juan and Andrew, flood, lock and levee construction, tests and failures, wetlands erosion, Corps projects on the Mississippi River and coverage pertaining to the 1984 World's Fair in New Orleans. The videotapes are recorded onto VHS, Umatic and Betacam SP analog videotape formats. The condition of the videotapes is not known. Most of the videotapes were created during the period 1981-1995. The production dates for some of the videotapes are unknown and may have been produced prior to 1981 or after 1995.</p> <p data-bbox="370 968 931 995">Final Disposition Permanent</p> <p data-bbox="370 1020 860 1047">Item Status Active</p> <p data-bbox="370 1073 819 1100">Is this item media neutral? No</p> <p data-bbox="370 1125 1232 1152">Explanation of limitation Analog records (videotapes) only</p> <p data-bbox="370 1178 819 1297">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p data-bbox="370 1335 678 1362">Disposition Instruction</p> <p data-bbox="370 1388 1298 1415">Cutoff Instruction Cut off upon approval of this schedule</p> <p data-bbox="370 1440 1476 1507">Transfer to the National Archives for Accessioning Transfer to the National Archives immediately after cutoff</p> <p data-bbox="370 1545 674 1572">Additional Information</p> <p data-bbox="370 1598 844 1625">First year of records accumulation 1981</p> <p data-bbox="370 1650 844 1677">End year of records accumulation 1995</p> <p data-bbox="370 1703 1050 1801">What will be the date span of the initial transfer of records to the National Archives? From 1981 To 1995</p> <p data-bbox="370 1818 1020 1902">How frequently will your agency transfer these records to the National Archives? Unknown One-time transfer</p>

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper		
Microform		
Hardcopy or Analog Special Media	660 videotapes	

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Videotape Recordings documenting routine activities of the New Orleans District Office

Disposition Authority Number **DAA-AU-2013-0003-0002**

These are videotapes created and accumulated by the Army Corps of Engineers, New Orleans District. These videotapes document routine, administrative, or other non-mission-related Corps of Engineers activities. Examples include commercially-produced training videotapes, off-air recordings of local television broadcasts, and office celebrations and ceremonies. The videotapes are recorded onto VHS, Umatic and Betacam SP analog videotape formats. Most of the videotapes were created during the period 1981-1995. The production dates for some of the videotapes are unknown and may have been produced prior to 1981 or after 1995.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **No**

Explanation of limitation **Analog records (videotapes) only**

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

Disposition Instruction

Cutoff Instruction **Cut off when no longer needed for current operations**

Retention Period **Destroy immediately after cutoff**

Additional Information

GAO Approval **Not Required**

Agency Certification

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

Signatory Information

Date	Action	By	Title	Organization
05/13/2013	Certify	Shirley KinsonJones	Management Analyst	Army - Records Management and Declassification Agency
08/26/2013	Submit for Concurrence	Richard Noble	Appraiser	National Archives and Records Administration - Records Management Services
08/26/2013	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
08/27/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
08/28/2013	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist