

Request for Records Disposition Authority

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

Schedule Status **Approved**

Agency or Establishment **National Guard Bureau**

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

Records Schedule applies to **Major Subdivision**

Major Subdivision **Legislative Liaison - Inquiries**

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

Internal agency concurrences will be provided **No**

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

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	1	2	0

GAO Approval

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

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

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

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Legislative Liaison Routine Inquiries

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

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

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

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

Disposition Instruction

Cutoff Instruction **After date of report**

Retention Period **Destroy 5 year(s) after cutoff**

Additional Information

GAO Approval **Not Required**

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Legislative Liaison Inquiries - Hard Copy Files

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

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

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **No**

Explanation of limitation	This line item covers files in paper format only. The agency should refer to instructions from the agency Records Officer.
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
Disposition Instruction	
Cutoff Instruction	After date of report
Retention Period	Destroy immediately after cutoff or until no longer needed for business purposes.
Additional Information	
GAO Approval	Not Required

Agency Certification

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

Signatory Information

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