

## Request for Records Disposition Authority

Records Schedule Number      DAA-0168-2016-0007

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      Office of Protocol

Schedule Subject      The following constitutes the schedule for records pertain to the Office of Protocol. These records relate to Supervisor Copies of Employee Records and Personnel Forms, military awards files, graphics and printing, and program files maintained by the protocol office.

Internal agency concurrences will be provided      No

Background Information

### Item Count

| Number of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |
|-----------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| 4                                 | 0                                     | 4                                     | 0                                     |

GAO Approval

## Outline of Records Schedule Items for DAA-0168-2016-0007

| Sequence Number |   |
|-----------------|---|
| 1               | Supervisor Copies of Employee Records and Personnel Forms<br>Disposition Authority Number: DAA-0168-2016-0007-0001  |
| 2               | Certificates Created by the National Guard Bureau Joint Staff Office of Protocol (NGBJS-OP)<br>Disposition Authority Number: DAA-0168-2016-0007-0002              |
| 3               | National Guard Bureau (NGB) Graphics, Printing, Reproduction, Office Copier, and Distribution Management<br>Disposition Authority Number: DAA-0168-2016-0007-0003 |
| 4               | Protocol Program Records<br>Disposition Authority Number: DAA-0168-2016-0007-0004   |

## Records Schedule Items

| Sequence Number |  |
|-----------------|--|
| 1               | <p><b>Supervisor Copies of Employee Records and Personnel Forms</b></p> <p>Disposition Authority Number      DAA-0168-2016-0007-0001</p> <p><b>Forms related to personnel that are not appropriate for the Official Military Personnel Folder (OMPF) or are duplicates of the same maintained by supervisors.</b></p> <p>Final Disposition      Temporary</p> <p>Item Status      Active</p> <p>Is this item media neutral?      Yes</p> <p>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><b>Disposition Instruction</b></p> <p>Cutoff Instruction      Cutoff upon separation of the individual</p> <p>Retention Period      Destroy 3 year(s) after cutoff</p> <p><b>Additional Information</b></p> <p>GAO Approval      Not Required</p>                                       |
| 2               | <p><b>Certificates Created by the National Guard Bureau Joint Staff Office of Protocol (NGBJS-OP)</b></p> <p>Disposition Authority Number      DAA-0168-2016-0007-0002</p> <p><b>Copies of outstanding military personnel programs; e.g., outstanding Noncommissioned Officer / Enlisted Award, Junior Officer of the Quarter, and similar military personnel recognition programs consisting of: personal data, letters of nomination, minutes of meetings, photographs, and related papers concerning selected and non-selected nominees maintained by NGBJS-OP.</b></p> <p>Final Disposition      Temporary</p> <p>Item Status      Active</p> <p>Is this item media neutral?      Yes</p> <p>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><b>Disposition Instruction</b></p> |

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Cutoff Instruction

Cutoff upon completion of award and confirmation that files are captured in a record keeping system

Retention Period

Destroy 3 year(s) after cutoff

Additional Information

GAO Approval

Not Required

**National Guard Bureau (NGB) Graphics, Printing, Reproduction, Office Copier, and Distribution Management**

Disposition Authority Number

DAA-0168-2016-0007-0003

Records relating to internal management, operations, and costs of graphics, printing, reproduction, office copiers, and distribution functions maintained by any NGB-OP activity as the official record copy.

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

Cutoff at the end of the fiscal year

Retention Period

Destroy 3 year(s) after cutoff

Additional Information

GAO Approval

Not Required

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**Protocol Program Records**

Disposition Authority Number

DAA-0168-2016-0007-0004

Distinguished visitor program documentation, consisting of: Memos officially ordering distinguished visitors, messages and other correspondence, guest lists, invitations, schedules, conference requests etc., maintained by the protocol.

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

Cutoff at the end of the fiscal year

Retention Period

Destroy/Delete no less than 7 years and no more than 10 years 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   |
|------------|------------------------|------------------|---|--|
| 06/01/2016 | Certify                | Carl Stowe       | Records Officer                         | NGB - NGB  |
| 07/19/2016 | Return for Revision    | Steven Rhodes    | Senior Appraisal Archivist              | National Archives and Records Administration - Records Management Services |
| 01/05/2017 | Submit for Concurrence | Steven Rhodes    | Senior Appraisal Archivist              | National Archives and Records Administration - Records Management Services |
| 01/13/2017 | Concur                 | Margaret Hawkins | Director of Records Management Services | National Records Management Program - ACNR Records Management Services     |
| 01/13/2017 | Concur                 | Margaret Hawkins | Director of Records Management Services | National Records Management Program - ACNR Records Management Services     |
| 01/17/2017 | Approve                | David Ferriero   | Archivist of the United States          | Office of the Archivist - Office of the Archivist                          |