

WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0168-2016-0008

Request for Records Disposition Authority

Records Schedule Number DAA-0168-2016-0008
Schedule Status Returned Without Action

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 the Chaplain and Religious Affairs
Schedule Subject The following constitutes the schedule for the Office of the Chaplain and Religious Affairs. This schedule covers significant activities files as well as files with administrative value for record keeping. The routine administrative files are housekeeping in nature and have no long-term value. The files of significant events merit permanent retention because they provide the only evidence of the role of the chaplain within the National Guard Bureau.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	11

GAO Approval

WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0168-2016-0008

Outline of Records Schedule Items for DAA-0168-2016-0008

Sequence Number	
1	Personnel Requests for Accommodation of Religious Practice Disposition Authority Number: DAA-0168-2016-0008-0001
2	Installation Management and Field Organizations Disposition Authority Number: DAA-0168-2016-0008-0002
3	Medical Military Center Staff Visits Disposition Authority Number: DAA-0168-2016-0008-0003
4	Information Management: Briefing Materials Disposition Authority Number: DAA-0168-2016-0008-0004
5	Functional Area Counsel (FAC) of Specialized Chaplains Disposition Authority Number: DAA-0168-2016-0008-0005
6	Program and Policy Driven Substantive Files Disposition Authority Number: DAA-0168-2016-0008-0006
7	Active Duty Operational Support (ADOS) files Disposition Authority Number: DAA-0168-2016-0008-0007
8	Director's Biography Files Disposition Authority Number: DAA-0168-2016-0008-0008
9	Sexual Assault Prevention and Response (SAPR) Statistics on Health of the Force Initiatives Disposition Authority Number: DAA-0168-2016-0008-0009
10	Chaplain Program Records of Significant Activities Disposition Authority Number: DAA-0168-2016-0008-0010
11	Domestic Operations Files Disposition Authority Number: DAA-0168-2016-0008-0011

WITHDRAWN - RETURNED WITHOUT ACTION

WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0168-2016-0008

Records Schedule Items

Sequence Number															
1	<p data-bbox="365 414 1494 457">Personnel Requests for Accommodation of Religious Practice</p> <p data-bbox="365 457 1494 500">Disposition Authority Number DAA-0168-2016-0008-0001</p> <p data-bbox="365 500 1494 670">Requests for accommodations of religious practices are submitted by requestor and if approved, they should be kept for the career of the requestor. If disapproved, the lifecycle of the record ends when the requestor accepts their disapproval and case closes.</p> <table data-bbox="365 670 1494 968"><tr><td data-bbox="365 670 755 712">Final Disposition</td><td data-bbox="755 670 1494 712">Temporary</td></tr><tr><td data-bbox="365 712 755 755">Item Status</td><td data-bbox="755 712 1494 755">Withdrawn</td></tr><tr><td data-bbox="365 755 755 798">Is this item media neutral?</td><td data-bbox="755 755 1494 798">Yes</td></tr><tr><td data-bbox="365 798 755 968">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</td><td data-bbox="755 798 1494 968">No</td></tr></table> <p data-bbox="365 968 1494 1010">Disposition Instruction</p> <table data-bbox="365 1010 1494 1266"><tr><td data-bbox="365 1010 755 1095">Cutoff Instruction</td><td data-bbox="755 1010 1494 1095">Cutoff after resolution of an individual's request.</td></tr><tr><td data-bbox="365 1095 755 1266">Retention Period</td><td data-bbox="755 1095 1494 1266">Destroy all disapproved requests 2 years after the case closes and deliberation ceases. Approved religious accommodations should be kept for the career of the individual.</td></tr></table> <p data-bbox="365 1266 1494 1308">Additional Information</p> <table data-bbox="365 1308 1494 1372"><tr><td data-bbox="365 1308 755 1372">GAO Approval</td><td data-bbox="755 1308 1494 1372">Not Required</td></tr></table>	Final Disposition	Temporary	Item Status	Withdrawn	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	Cutoff Instruction	Cutoff after resolution of an individual's request.	Retention Period	Destroy all disapproved requests 2 years after the case closes and deliberation ceases. Approved religious accommodations should be kept for the career of the individual.	GAO Approval	Not Required
Final Disposition	Temporary														
Item Status	Withdrawn														
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														
Cutoff Instruction	Cutoff after resolution of an individual's request.														
Retention Period	Destroy all disapproved requests 2 years after the case closes and deliberation ceases. Approved religious accommodations should be kept for the career of the individual.														
GAO Approval	Not Required														
2	<p data-bbox="365 1372 1494 1415">Installation Management and Field Organizations</p> <p data-bbox="365 1415 1494 1457">Disposition Authority Number DAA-0168-2016-0008-0002</p> <p data-bbox="365 1457 1494 1606">Ministry Event Announcements for religious worship, funerals and upcoming Office Chaplain events. Funeral and memorial services may have historical value depending on the deceased. Currently, files are of temporary value.</p> <table data-bbox="365 1606 1494 1898"><tr><td data-bbox="365 1606 755 1649">Final Disposition</td><td data-bbox="755 1606 1494 1649">Temporary</td></tr><tr><td data-bbox="365 1649 755 1691">Item Status</td><td data-bbox="755 1649 1494 1691">Withdrawn</td></tr><tr><td data-bbox="365 1691 755 1734">Is this item media neutral?</td><td data-bbox="755 1691 1494 1734">Yes</td></tr><tr><td data-bbox="365 1734 755 1898">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</td><td data-bbox="755 1734 1494 1898">No</td></tr></table>	Final Disposition	Temporary	Item Status	Withdrawn	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						
Final Disposition	Temporary														
Item Status	Withdrawn														
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														

WITHDRAWN - RETURNED WITHOUT ACTION

WITHDRAWN - RETURNED WITHOUT ACTION

Disposition Instruction

Cutoff Instruction

Cutoff after completion of event.

Retention Period

Destroy when superseded, obsolete or when no longer needed for business purposes.

Additional Information

GAO Approval

Not Required

3

Medical Military Center Staff Visits

Disposition Authority Number

DAA-0168-2016-0008-0003

Files include information collected from staff visits. These files are statistical data of number of visits in a given time period. Data is submitted to a status report.

Final Disposition

Temporary

Item Status

Withdrawn

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 after data is submitted to the installation status report.

Retention Period

Destroy after cutoff or when no longer needed for reference. All copies are considered convenience copies.

Additional Information

GAO Approval

Not Required

4

Information Management: Briefing Materials

Disposition Authority Number

DAA-0168-2016-0008-0004

Files included but not limited to financial reports, project briefing reports or tracking reports of an administrative nature showing status or progress.

Final Disposition

Temporary

Item Status

Withdrawn

Is this item media neutral?

Yes

Do any of the records covered by this item currently exist in

No

WITHDRAWN - RETURNED WITHOUT ACTION

WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0168-2016-0008

5

electronic format(s) other than e-mail and word processing?

Disposition Instruction

Cutoff Instruction

Cutoff annually

Retention Period

Destroy when obsolete, superseded or when no longer needed for current operations, whichever is later.

Additional Information

GAO Approval

Not Required

Functional Area Counsel (FAC) of Specialized Chaplains

Disposition Authority Number

DAA-0168-2016-0008-0005

Files of the grouping of specialized Chaplains that consist of administration type files.

Final Disposition

Temporary

Item Status

Withdrawn

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 after termination of program effort, or when no longer required, whichever is sooner

Retention Period

Destroy 2 year(s) after cutoff

Additional Information

GAO Approval

Not Required

6

Program and Policy Driven Substantive Files

Disposition Authority Number

DAA-0168-2016-0008-0006

Substantive Chaplain comment is retained within the Chaplain's office in the electronic tasking system.

Final Disposition

Permanent

Item Status

Withdrawn

Is this item media neutral?

Yes

Do any of the records covered by this item currently exist in

Yes

WITHDRAWN - RETURNED WITHOUT ACTION

WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0168-2016-0008

electronic format(s) other than e-mail and word processing?

Do any of the records covered by this item exist as structured electronic data? **Yes**

Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply **Electronic Records**

Cutoff Instruction **Cutoff when task is closed.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 25 year(s) after cutoff**

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 2012 To 2037**

How frequently will your agency transfer these records to the National Archives? **Unknown**
The Initial transfer of records for physical custody will be in 2037 and will be submitted to NARA every year after that.

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	1 GB	250 MB
Paper		
Microform		
Hardcopy or Analog Special Media		

7

Active Duty Operational Support (ADOS) files

Disposition Authority Number **DAA-0168-2016-0008-0007**

ADOS Tours files and copies of military orders. Record Copy is maintained in a record keeping system. All other copies are for convenience.

Final Disposition **Temporary**

Item Status **Withdrawn**

Is this item media neutral? **Yes**

WITHDRAWN - RETURNED WITHOUT ACTION

WITHDRAWN - RETURNED WITHOUT ACTION

8

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	when superseded, obsolete or when no longer needed for business purpose
Retention Period	Destroy immediately after cutoff
Additional Information	
GAO Approval	Not Required
Director's Biography Files	
Disposition Authority Number	DAA-0168-2016-0008-0008
Biographies of key Chaplain Officials.	
Final Disposition	Permanent
Item Status	Withdrawn
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes
Disposition Instruction	
If this item has multiple sections, indicate here records to which this section apply	Electronic Records
Cutoff Instruction	When retired/separated from assignment.
Transfer to the National Archives for Accessioning	Transfer to the National Archives 25 year(s) after cutoff
Additional Information	
First year of records accumulation	2012
What will be the date span of the initial transfer of records to the National Archives?	From 2012 To 2037
How frequently will your agency transfer these records to the National Archives?	Unknown

WITHDRAWN - RETURNED WITHOUT ACTION

WITHDRAWN - RETURNED WITHOUT ACTION

The Initial transfer of records for physical custody will be in 2037 and will be submitted to NARA every year after that.

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	1 GB	250 MB
Paper		
Microform		
Hardcopy or Analog Special Media		

9

Sexual Assault Prevention and Response (SAPR) Statistics on Health of the Force Initiatives

Disposition Authority Number DAA-0168-2016-0008-0009

SAPR documentation for NGB showing the health of the force.

Final Disposition Temporary

Item Status Withdrawn

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 cases annually at the end of the fiscal year

Retention Period Delete/destroy 50 years after cutoff. Paper records can be transferred to a Federal Records Center, 5 years after cutoff

Additional Information

GAO Approval Not Required

10

Chaplain Program Records of Significant Activities

Disposition Authority Number DAA-0168-2016-0008-0010

Records used in planning, administration and operation of religious programs.

Final Disposition Permanent

WITHDRAWN - RETURNED WITHOUT ACTION

Item Status **Withdrawn**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply **Electronic Records**

Cutoff Instruction **Cutoff after close of record.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 25 year(s) after cutoff**

Additional Information

First year of records accumulation **2012**

What will be the date span of the initial transfer of records to the National Archives? **From 2012 To 2037**

How frequently will your agency transfer these records to the National Archives? **Unknown**
The Initial transfer of records for physical custody will be in 2037 and will be submitted to NARA every year after that.

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	1 GB	250 MB
Paper		
Microform		
Hardcopy or Analog Special Media		

11

Domestic Operations Files

Disposition Authority Number **DAA-0168-2016-0008-0011**

WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0168-2016-0008

National Guard Bureau States and Territories create information and lessons learned documents from Domestic Operations. This is an Office of the Chaplain record for religious support. The record copy kept on site at the National Guard Bureau Joint Staff is stored in a share drive and shared appropriately.

Final Disposition Temporary

Item Status Withdrawn

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 termination of program effort, or when no longer required, whichever is sooner

Retention Period Destroy 2 year(s) after cutoff

Additional Information

GAO Approval Not Required

WITHDRAWN - RETURNED WITHOUT ACTION

WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0168-2016-0008

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
02/27/2018	Return Without Action	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services