

Request for Records Disposition Authority

Records Schedule Number **DAA-0292-2016-0011**
Schedule Status **Approved**

Agency or Establishment **Administration for Children and Families**
Record Group / Scheduling Group **Records of the Administration for Children and Families**
Records Schedule applies to **Major Subdivision**
Major Subdivision **Administration for Native Americans**
Schedule Subject **Records the the Native American Division**
Internal agency concurrences will be provided **No**

Background Information **Established in 1974 through the Native American Programs Act (NAPA), the Administration for Native Americans (ANA) serves all Native Americans, including federally recognized tribes, American Indian and Alaska Native organizations. Native Hawaiian organizations and Native populations throughout the Pacific Basin (including American Samoa, Guam, and the Commonwealth of the Northern Mariana Islands).**

ANA promotes self-sufficiency for Native Americans by providing discretionary grant funding for community based projects, and training and technical assistance to eligible tribes and native organizations.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
4	3	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0292-2016-0011

Sequence Number	
1	Documentation of Native American Tribal languages.
1.1	Paper/Electronic Documentation Disposition Authority Number: DAA-0292-2016-0011-0001
1.2	Audio-Visual Recordings of Language Documentation Disposition Authority Number: DAA-0292-2016-0011-0002
2	Congressional Report Disposition Authority Number: DAA-0292-2016-0011-0003
3	Tribal Consultation Reports Disposition Authority Number: DAA-0292-2016-0011-0004

Records Schedule Items

Sequence Number

1 Documentation of Native American Tribal languages.

1.1 Paper/Electronic Documentation

Disposition Authority Number DAA-0292-2016-0011-0001

Language documentation in paper or electronic form which include published books for children and youth in native language, recorded language and stories with instruction on correct pronunciation, use and spelling. Both formats are the end result of completed language projects. Whether the documentation is in paper or electronic format is a decision made by the Project Manager of each tribe and we do not regulate the format.

Final Disposition Permanent

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? Yes

Do any of the records covered by this item exist as structured electronic data? No

Disposition Instruction

Cutoff Instruction Cut off at the end of the project.

Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after cutoff.

Additional Information

What will be the date span of the initial transfer of records to the National Archives? From 1991 To 2006

How frequently will your agency transfer these records to the National Archives? Every 1 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	44 GB	1 GB
Paper	12 Cubic feet	2 Cubic feet

Microform		
Hardcopy or Analog Special Media		

1.2

Audio-Visual Recordings of Language Documentation

Disposition Authority Number **DAA-0292-2016-0011-0002**

Audio-Visual recordings to include all VHS, cassette, DVDs, CDs, or any other audio-visual recording of Native Americans documenting their tribal language.

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **No**

Explanation of limitation **The records are solely audio-visual.**

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? **No**

Disposition Instruction

Cutoff Instruction **Cut off at the end of the project.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 5 year(s) after cutoff.**

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 1991 To 2006**

How frequently will your agency transfer these records to the National Archives? **Unknown**
Unknown

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper		

Microform		
Hardcopy or Analog Special Media	8 VHS tapes	1 VHS tapes

2

Congressional Report

Disposition Authority Number **DAA-0292-2016-0011-0003**

Evaluation of tribal funding projects. Detailed reports and impact evaluation reports used for administrative purposes only.

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 **Cut off at end of fiscal year.**

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

Additional Information

GAO Approval **Not Required**

3

Tribal Consultation Reports

Disposition Authority Number **DAA-0292-2016-0011-0004**

Reports developed each year following the ANA meetings/consultation with Tribal leaders.

Final Disposition **Permanent**

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 **Cut off at the end of the calendar year meetings are held.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 15 year(s) after cutoff**

Additional Information

First year of records accumulation **2010**

What will be the date span of the initial transfer of records to the National Archives? **Unknown**
Unknown

How frequently will your agency transfer these records to the National Archives? **Unknown**
Unknown

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	5 MB	1 MB
Paper		
Microform		
Hardcopy or Analog Special Media		

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
02/17/2016	Certify	Roydon Pratt	Facilities Director	Office of Administration - Office of Management Operations
03/10/2016	Return for Revision	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
03/10/2016	Submit For Certification	Marla Young	Archives Specialist	National Archives and Records Administration - Records Management Services
03/15/2016	Certify	John Ragsdale	Management Analyst	ACF - OA
06/14/2016	Return for Revision	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
06/16/2016	Submit For Certification	Marla Young	Archives Specialist	National Archives and Records Administration - Records Management Services
06/17/2016	Certify	Roydon Pratt	Facilities Director	Office of Administration - Office of Management Operations
06/22/2016	Return for Revision	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
06/22/2016	Submit For Certification	Marla Young	Archives Specialist	National Archives and Records Administration - Records Management Services

06/22/2016	Certify	John Ragsdale	Management Analyst	ACF - OA
09/22/2016	Submit for Concurrence	Tom Cotter	Appraiser	National Archives and Records Administration - ACRA
09/22/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/22/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
09/26/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist