

Request for Records Disposition Authority

Records Schedule Number **DAA-0048-2011-0001**
Schedule Status **Approved**

Agency or Establishment **Department of the Interior**
Record Group / Scheduling Group **Records of the Office of the Secretary of the Interior**
Records Schedule applies to **Major Subdivision**
Major Subdivision **Office of the Secretary**
Minor Subdivision **Department of the Interior Museum**
Schedule Subject **Program Records of the Department of the Interior Museum**
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
10	0	10	0

GAO Approval

Outline of Records Schedule Items for DAA-0048-2011-0001

Sequence Number	
1	Item 1 – Collection Management Records Disposition Authority Number DAA-0048-2011-0001-0001
2	Item 2 – Exhibit Records Disposition Authority Number: DAA-0048-2011-0001-0002
3	Item 3 – Public Programming Records Disposition Authority Number: DAA-0048-2011-0001-0003
4	Item 4 – Annual Inventory Reports Disposition Authority Number: DAA-0048-2011-0001-0004
5	Item 5 – Research Requests Disposition Authority Number: DAA-0048-2011-0001-0005
6	Item 6 – Rights and Reproductions Requests Disposition Authority Number: DAA-0048-2011-0001-0006
7	Item 7 – Museum Storage Sign-in Logs Disposition Authority Number: DAA-0048-2011-0001-0007
8	Item 8 – Environmental Monitoring Records Disposition Authority Number: DAA-0048-2011-0001-0008
9	Item 9 – Visitor Evaluation Records Disposition Authority Number: DAA-0048-2011-0001-0009
10	Item 10 – Museum Publication Records Disposition Authority Number DAA-0048-2011-0001-0010

Records Schedule Items

Sequence Number	
1	<p>Item 1 – Collection Management Records</p> <p>Disposition Authority Number DAA-0048-2011-0001-0001</p> <p>Contains all files relevant to specific collection objects. This includes: accession or catalog records, loan records, research, documentation of preventive conservation performed, deaccession records and any other record tied to a collection object</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>Disposition Instruction</p> <p>Cutoff Instruction Cut off when the object that the records refer to is deaccessioned or otherwise alienated</p> <p>Retention Period Maintain on site for a minimum of 10 years after cut off and destroy when no longer needed for agency business</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Item 2 – Exhibit Records</p> <p>Disposition Authority Number DAA-0048-2011-0001-0002</p> <p>Files created in the course of planning, designing and installing an exhibit. May consist of exhibit scripts, design planning, lists of objects to be displayed, lender lists, background research, and other related materials.</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>

3

Disposition Instruction

Cutoff Instruction Cut off when exhibit is retired.

Retention Period Destroy 10 year(s) after cut-off, or when no longer needed for agency business, whichever is later

Additional Information

GAO Approval Not Required

Item 3 – Public Programming Records

Disposition Authority Number **DAA-0048-2011-0001-0003**

Files created in the process of planning and implementing public programming such as lectures, conferences, and similar activities

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 conclusion of individual program and any necessary follow-up actions.

Retention Period Destroy 7 year(s) after cut off, or when no longer needed for agency business, whichever is later

Additional Information

GAO Approval Not Required

4

Item 4 – Annual Inventory Reports

Disposition Authority Number **DAA-0048-2011-0001-0004**

Files consist of collection inventories conducted yearly and all documents supporting the inventories. These reports are used to respond to audits, and provide statistics necessary to program planning

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

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

5

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

Disposition Instruction

Cutoff Instruction **Cut off when superseded**

Retention Period **Destroy 10 year(s) after cut-off, or when no longer needed for agency business, whichever is later**

Additional Information

GAO Approval **Not Required**

Item 5 – Research Requests

Disposition Authority Number **DAA-0048-2011-0001-0005**

Files consist of requests from the public for access to, or information about, collections materials for the purposes of academic or personal research

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 when request is resolved**

Retention Period **Destroy 5 year(s) after cut-off, or when no longer needed for agency business, whichever is later.**

Additional Information

GAO Approval **Not Required**

6

Item 6 – Rights and Reproductions Requests

Disposition Authority Number **DAA-0048-2011-0001-0006**

Files consist of requests for usage of, or rights to, archival materials held by the museum. These documents are either proprietary or otherwise in the museum's possession

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

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

7

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

Disposition Instruction

Cutoff Instruction **Cut off when request is resolved**

Retention Period **Destroy 5 year(s) after cut-off, or when no longer needed for agency business, whichever is later**

Additional Information

GAO Approval **Not Required**

Item 7 – Museum Storage Sign-in Logs

Disposition Authority Number **DAA-0048-2011-0001-0007**

Files tracking individual's access to museum storage facilities for the purpose of inventory control

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**

GRS or Superseded Authority Citation **GRS 18 17b**

Disposition Instruction

Cutoff Instruction **Cut off at close of calendar year in which log entry is created**

Retention Period **Destroy 3 year(s) after cut-off**

Additional Information

GAO Approval **Not Required**

8

Item 8 – Environmental Monitoring Records

Disposition Authority Number **DAA-0048-2011-0001-0008**

Documents that record environmental conditions within exhibit and collections storage areas Includes. hygrothermal data, integrated pest management reports, and any other observations impacting the administration of the museum environment.

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 calendar year in which record is created
	Retention Period	Destroy 5 year(s) after cut-off, or when no longer needed for agency business, whichever is later
	Additional Information	
	GAO Approval	Not Required
9	Item 9 – Visitor Evaluation Records	
	Disposition Authority Number	DAA-0048-2011-0001-0009
	Files consist of evaluations solicited from museum visitors. These evaluations assess public satisfaction with the exhibits and the general museum going experience.	
	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 calendar year in which record is created
	Retention Period	Destroy 5 year(s) after cut-off, or when no longer needed for agency business, whichever is later
	Additional Information	
	GAO Approval	Not Required
10	Item 10 – Museum Publication Records	
	Disposition Authority Number	DAA-0048-2011-0001-0010
	Files consist of promotional materials or other published works, and material created in the process of creating promotional materials, that are not related to a specific exhibit or program	

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 calendar year in which publication is released
Retention Period	Destroy 5 year(s) after cut-off, or when no longer needed for agency business, whichever is later
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
10/14/2011	Certify	Steven Hunt	Program Analyst	Office of the Secretary - NBC/Information Management Branch
06/14/2012	Submit for Concurrency	John Hulmston	Senior Records Analyst	National Archives and Records Administration - Records Management Services
06/14/2012	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
06/14/2012	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
06/21/2012	Approve	David Ferrero	Archivist of the United States	Office of the Archivist - Office of the Archivist