

## Request for Records Disposition Authority

Records Schedule Number           DAA-0048-2012-0002

Schedule Status                     Modified Approved Version

  

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 Restoration and Damage Assessment (ORDA)

Schedule Subject                    Program Records of the Office of Restoration and Damage Assessment.

  

Internal agency concurrences will be provided   No

Background Information            The Office of Restoration and Damage Assessment (ORDA) is responsible for managing and administering the Department's Natural Resource Damage Assessment and Restoration (NRDAR) Program to restore natural resources under the Department's trusteeship that are injured as a result of oil spills in waters of the U.S. or hazardous substances released into the environment. The Office manages the Department's Restoration Fund, develops guidance, policy and regulations to facilitate restoration and works in partnership with other affected State, tribal, and Federal natural resource trustee agencies to assess injured resources and restore the public's use of these resources.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

### GAO Approval

## Outline of Records Schedule Items for DAA-0048-2012-0002

Sequence Number	
1	Administrative Records for Damage Assessment Regulations Disposition Authority Number: DAA-0048-2012-0002-0001
2	Authorized Official (AO) Designation Records Disposition Authority Number: DAA-0048-2012-0002-0002
3	Consent Decrees Disposition Authority Number: DAA-0048-2012-0002-0003
4	Annual Program Allocation Records Disposition Authority Number: DAA-0048-2012-0002-0004

## Records Schedule Items

Sequence Number	
1	<p data-bbox="345 380 1211 411"><b>Administrative Records for Damage Assessment Regulations</b></p> <p data-bbox="345 432 1154 464">Disposition Authority Number      <b>DAA-0048-2012-0002-0001</b></p> <p data-bbox="345 485 1503 709">Files contain literature and other research materials supporting the development of Departmental Damage Assessment regulations. Regulations are reviewed biennially and any research utilized in this review is added to the administrative records. Files are maintained until next review period to allow for reference in the event that any element of the proposed revisions is litigated or otherwise requires further evaluation or clarification.</p> <p data-bbox="345 730 919 762">Final Disposition                      <b>Temporary</b></p> <p data-bbox="345 783 873 814">Item Status                              <b>Inactive</b></p> <p data-bbox="345 835 821 867">Is this item media neutral?          <b>Yes</b></p> <p data-bbox="345 888 805 1014">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>No</b></p> <p data-bbox="345 1035 1487 1140">Inactive Status Explanation          <b>This item is inactive because it was superseded by New Disposition Authority Number: DAA-0048-2013-0008-0009</b></p> <p data-bbox="345 1182 659 1213"><b>Disposition Instruction</b></p> <p data-bbox="345 1234 1503 1308">Cutoff Instruction                      <b>Cut off two years after end of fiscal year in which the biennial review occurred.</b></p> <p data-bbox="345 1329 1438 1402">Retention Period                        <b>Destroy 2 year(s) after cut-off or when no longer needed for agency business, whichever is later.</b></p> <p data-bbox="345 1444 659 1476"><b>Additional Information</b></p> <p data-bbox="345 1497 951 1528">GAO Approval                            <b>Not Required</b></p>
2	<p data-bbox="345 1562 984 1593"><b>Authorized Official (AO) Designation Records</b></p> <p data-bbox="345 1614 1154 1646">Disposition Authority Number      <b>DAA-0048-2012-0002-0002</b></p> <p data-bbox="345 1667 1520 1894">The Authorizing Official (AO) is the Departmental official delegated the authority to act on behalf of the Secretary to conduct natural resource damage assessments, restoration planning and project implementation. The AO is chosen by bureau consensus for a specific site or incident where injury to natural resources under the bureaus' jurisdiction or management has, or may have, occurred. ORDA manages the AO designation process and the resulting records. These records include</p>

the official paperwork for AO designation, including supporting documents and excluding case files.

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 end of fiscal year in which delegation is made.

Transfer to the National Archives for Accessioning Transfer to the National Archives 10 year(s) after cut-off.

#### Additional Information

What will be the date span of the initial transfer of records to the National Archives? Unknown  
Not yet determined.

How frequently will your agency transfer these records to the National Archives? Unknown  
Not yet determined.

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#### Consent Decrees

Disposition Authority Number DAA-0048-2012-0002-0003

Files consist of copies of consent decrees. A consent decree is a judicial decision that memorializes damages assessed as part of a voluntary agreement between parties in lieu of criminal charges. These records are necessary to justify and track collection of funds from Responsible Parties (defendants) either reimbursing the U.S. for assessment costs and/or funding restoration of the lost resources and uses.

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

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Cutoff Instruction	Cut off at end of fiscal year in which all damages have been collected.
Retention Period	Destroy 10 year(s) after cut-off.
<b>Additional Information</b>	
GAO Approval	Not Required
<b>Annual Program Allocation Records</b>	
Disposition Authority Number	DAA-0048-2012-0002-0004
Records documenting program funding, program assets, resources allocated to litigation, funds collected, and funds disbursed. As program funding is derived from damage collections, these records are organized by case from which funds originate. Records include asset reports from an external stock manager.	
Final Disposition	Temporary
Item Status	Inactive
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
Inactive Status Explanation	This item is inactive because it was superseded by New Disposition Authority Number: DAA-0048-2013-0001-0011
<b>Disposition Instruction</b>	
Cutoff Instruction	Cut off at end of fiscal year in which liability is satisfied.
Retention Period	Destroy 7 year(s) after cut-off.
<b>Additional Information</b>	
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
02/24/2012	Certify	Steven Hunt	Program Analyst	Office of the Secretary - NBC/Information Management Branch
10/09/2012	Submit for Concurrency	John Hulmston	Senior Records Analyst	National Archives and Records Administration - Records Management Services
10/10/2012	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
10/10/2012	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
10/11/2012	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist