

Request for Records Disposition Authority

Records Schedule Number **DAA-0048-2012-0002**
 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 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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>Administrative Records for Damage Assessment Regulations</p> <p>Disposition Authority Number DAA-0048-2012-0002-0001</p> <p>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>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 two years after end of fiscal year in which the biennial review occurred</p> <p>Retention Period Destroy 2 year(s) after cut-off or when no longer needed for agency business, whichever is later</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Authorized Official (AO) Designation Records</p> <p>Disposition Authority Number DAA-0048-2012-0002-0002</p> <p>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 the official paperwork for AO designation, including supporting documents and excluding case files.</p> <p>Final Disposition Permanent</p> <p>Item Status Active</p>

	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
3	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	
	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

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Additional Information

GAO Approval Not Required

Annual Program Allocation Records

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 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 liability is satisfied

Retention Period Destroy 7 year(s) after cut-off

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
02/24/2012	Certify	Steven Hunt	Program Analyst	Office of the Secretary - NBC/Information Management Branch
10/09/2012	Submit for Concur rence	John Hulmston	Senior Records Ana lyst	National Archives and Records Administration - Records Management Services
10/10/2012	Concur	Laurence Brewer	Director, National R ecords Management Program	National Archives and Records Administration - National Records Management Program
10/10/2012	Concur	Laurence Brewer	Director, National R ecords Management Program	National Archives and Records Administration - National Records Management Program
10/11/2012	Approve	David Ferriero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist