

Request for Records Disposition Authority

Records Schedule Number DAA-0064-2010-0006
Schedule Status Modified Approved Version

Agency or Establishment National Archives and Records Administration
Record Group / Scheduling Group Records of the National Archives and Records Administration
Records Schedule applies to Major Subdivision
Major Subdivision Office of Records Services - Washington DC
Minor Subdivision Modern Records Programs
Schedule Subject Records Management Workshop, Conference, and Training Course
Files

Internal agency concurrences will
be provided No

Background Information This adds "billing documents" to the records covered by file no 1305-1 (3-year retention) At present, billing documents are covered by file no 412, (GRS 6, item 1b) with a 1-year retention) Billing documents should be maintained for 3 years after cutoff, as applies to all other records covered by file no 1305-1

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

Outline of Records Schedule Items for DAA-0064-2010-0006

Sequence Number

1

Records Management Workshop, Conference, and Training Course Files Disposition Authority Number DAA-0064-2010-0006-0005
--

Records Schedule Items

Sequence Number		
1	<p>Records Management Workshop, Conference, and Training Course Files</p> <p>Disposition Authority Number DAA-0064-2010-0006-0005</p> <p>Correspondence, notices, applications, attendance records, billing documents and administrative forms pertaining to records management workshops, conferences, and training courses</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>Do any of the records covered by this item exist as structured electronic data? No</p>	
	Manual Citation	Manual Title
	1305-1	NARA Records Schedule
	<p>GRS or Superseded Authority Citation N1-064-87-001 / 1305/1</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off annually</p> <p>Retention Period Destroy 3 year(s) after <i>cutoff</i>.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>	

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
04/27/2010	Certify	Susan Sullivan	NARA Records Officer	NH - NHR
09/30/2010	Submit	Erin Cayce	Archives Specialist	NARA - NARA
10/07/2010	Approve	Laurence Brewer	Director, NWML	Modern Records Programs - Life Cycle Management Div
10/07/2010	Approve	Paul Wester	Director	NARA - NARA
03/03/2011	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist