

## 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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><b>Records Management Workshop, Conference, and Training Course Files</b></p> <p>Disposition Authority Number      <b>DAA-0064-2010-0006-0005</b></p> <p><b>Correspondence, notices, applications, attendance records, billing documents and administrative forms pertaining to records management workshops, conferences, and training courses</b></p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                                <b>Active</b></p> <p>Is this item media neutral?            <b>Yes</b></p> <p>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>Do any of the records covered by this item exist as structured electronic data?                              <b>No</b></p>					
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Manual Citation</td> <td style="width: 50%;">Manual Title</td> </tr> <tr> <td><b>1305-1</b></td> <td><b>NARA Records Schedule</b></td> </tr> </table>		Manual Citation	Manual Title	<b>1305-1</b>	<b>NARA Records Schedule</b>
Manual Citation	Manual Title					
<b>1305-1</b>	<b>NARA Records Schedule</b>					
	<p>GRS or Superseded Authority Citation      <b>N1-064-87-001 / 1305/1</b></p> <p>Disposition Instruction</p> <p>Cutoff Instruction                              <b>Cut off annually</b></p> <p>Retention Period                                <b>Destroy 3 year(s) after <i>cutoff</i>.</b></p> <p>Additional Information</p> <p>GAO Approval                                      <b>Not Required</b></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