

## Request for Records Disposition Authority

Records Schedule Number           DAA-0064-2011-0001  
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 Administration  
Minor Subdivision                  Space and Security Management Division  
Schedule Subject                   Holdings Protection Program

Internal agency concurrences will be provided   No

Background Information            Records of the NARA Holdings Protection Program

### 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0064-2011-0001

Sequence Number	
1	Holdings Protection Disposition Authority Number DAA-0064-2011-0001-0001

## Records Schedule Items

Sequence Number	
1	<p data-bbox="373 411 645 449"><b>Holdings Protection</b></p> <p data-bbox="373 464 1163 501">Disposition Authority Number      DAA-0064-2011-0001-0001</p> <p data-bbox="373 516 1491 772">The Holdings Protection (HP) program develops and administers policies to enhance holdings protection of original records to reduce the loss of, and aid in the recovery of, holdings of the National Archives and Records Administration. Records include HP operational review, advice and consultation, training, vendor meetings, Incident Analysis and Response, policy development and review, research room and stack surveillance, transport monitoring and escort, and outreach beyond NARA.</p> <p data-bbox="373 787 935 825">Final Disposition                      Temporary</p> <p data-bbox="373 840 868 877">Item Status                              Active</p> <p data-bbox="373 892 839 930">Is this item media neutral?          Yes</p> <p data-bbox="373 945 839 1066">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      Yes</p> <p data-bbox="373 1081 839 1173">Do any of the records covered by this item exist as structured electronic data?                      Yes</p> <p data-bbox="373 1205 683 1243"><b>Disposition Instruction</b></p> <p data-bbox="373 1260 1174 1297">Cutoff Instruction                      Cut off at end of Fiscal Year</p> <p data-bbox="373 1312 1252 1350">Retention Period                      Destroy 5 year(s) after <i>cut off</i>.</p> <p data-bbox="373 1381 683 1419"><b>Additional Information</b></p> <p data-bbox="373 1436 968 1474">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
03/08/2011	Certify	Richard Marcus	Records Officer	Office of Information Services - Records management Staff
06/20/2011	Submit for Concurrency	Erin Cayce	Appraiser	National Records Management Program - Records Management Services
06/20/2011	Concur	Laurence Brewer	for	National Records Management Program - Records Management Services
06/21/2011	Concur	Julie Reaves	for	National Archives and Records Administration - National Records Management Program
06/22/2011	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist