

Request for Records Disposition Authority

Records Schedule Number **DAA-0064-2013-0002**
Schedule Status **Approved**

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 the Archivist and Deputy Archivist**
Schedule Subject **Program and policy records of the Archivist and Deputy Archivist**
Internal agency concurrences will be provided **No**

Background Information

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

Outline of Records Schedule Items for DAA-0064-2013-0002

Sequence Number	
1	Archivist and Deputy Archivist Program and Policy Records
1 1	Archivist and Deputy Archivist Program and Policy Records Disposition Authority Number DAA-0064-2013-0002-0001

Records Schedule Items

Sequence Number					
1	<p>Archivist and Deputy Archivist Program and Policy Records Correspondence, reports, speeches, and other records accumulated by the Archivist and Deputy Archivist that pertain to the administration and operation of NARA programs. They document policy-making decisions, significant program management functions, procedures, initiatives, long-term planning, and other mission, program, and policy-related issues. May be arranged by subject or other filing scheme. These records may be in hard-copy or electronic format.</p>				
1 1	<p>Archivist and Deputy Archivist Program and Policy Records</p> <p>Disposition Authority Number DAA-0064-2013-0002-0001</p> <p>Final Disposition Permanent</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> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Manual Citation</td> <td style="width: 50%;">Manual Title</td> </tr> <tr> <td>File No 108</td> <td>NARA Records Schedule</td> </tr> </table> <p>GRS or Superseded Authority Citation N1-0064-87-01, Item 108</p> <p>Disposition Instruction</p> <p>If this item has multiple sections indicate here records to which this section apply Non-electronic Textual Records</p> <p>Cutoff Instruction Cut off annually</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after cutoff</p> <p>Additional Information</p> <p>What will be the date span of the initial transfer of records to the National Archives? Unknown Yet to be determined</p> <p>How frequently will your agency transfer these records to the National Archives? Every 5 Years</p>	Manual Citation	Manual Title	File No 108	NARA Records Schedule
Manual Citation	Manual Title				
File No 108	NARA Records Schedule				

Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply

Electronic Records

Cutoff Instruction

Cut off annually

Transfer Electronic Records to the National Archives for Pre-Accessioning

Transfer electronic records to the National Archives for pre-accessioning immediately after cut off

Transfer to the National Archives for Accessioning

Transfer to the National Archives 15 year(s) after cut off

Additional Information

What will be the date span of the initial transfer of records to the National Archives?

**Unknown
Volume unknown**

How frequently will your agency transfer these records to the National Archives?

Every 15 Years

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
05/30/2013	Certify	Richard Marcus	Records Officer	Office of Information Services - Records management Staff
07/31/2013	Submit for Concurrency	Jametta Davis	Appraiser	National Archives and Records Administration - Records Management Services
08/06/2013	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
08/07/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
08/07/2013	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist