

Request for Records Disposition Authority

Records Schedule Number	DAA-0064-2015-0003
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	Agency-wide
Schedule Subject	Routine administrative (non-mission) records common to all offices
Internal agency concurrences will be provided	No
Background Information	<p>The purpose of this request for disposition authority is to streamline the disposition of administrative records created and/or received in offices whose primary responsibility is not administrative. The General Records Schedules and NARA-specific dispositions for administrative records have led to a profusion of dispositions for these administrative records. The intention here is to establish one retention period for all administrative records created throughout all these offices. While this proposed disposition may result in some records being retained well beyond what the GRS or the current NARA Records Schedule stipulate, a uniform retention period will greatly simplify their management by providing one disposition to cover all of them. This schedule will supersede some GRS dispositions and a number of NARA-specific dispositions (a list is attached). It is also meant to apply to appropriate records created after the approval of this request.</p> <p>Coverage</p> <p>This schedule is meant to cover:</p> <ul style="list-style-type: none">• All administrative records created/maintained in all offices across NARA where administrative functions are not their core mission. This includes locally maintained copies of records forwarded to mission-oriented administrative organizations such as Facilities, Finance, and Human Resources.• Records created by all offices if they fulfill a “core administrative function” on behalf of a primary administrative organization (such as decentralized procurement or other fiscal activities). <p>This schedule does NOT apply to:</p> <ul style="list-style-type: none">• Records created or received as part of an organization’s core mission duties. Core mission records include records scheduled by a NARA-specific disposition authority.• Records that are created by organizations whose core mission is administrative in nature and are scheduled by the General

Records Schedule or a NARA-specific disposition. For example, it does not apply to personnel-related records in Human Resources components, or contract records maintained by the Contracting Officer components.

- Records and or data that are maintained in an electronic system dedicated to performing a specific mission or function. For example, it does not apply to records maintained in NARA's Travel System or Personnel System.

However, records created by an organization whose core mission is administrative while performing a non-mission administrative function are covered by this disposition request. For example, procurement-related records created by Human Capital while purchasing goods or services would be covered or records related to a personnel action when Human Capital hires for its own staff.

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-0064-2015-0003

Sequence Number

1

Routine Administrative (Non-mission) Records Common to all Offices Disposition Authority Number: DAA-0064-2015-0003-0001

Records Schedule Items

Sequence Number	
1	<p data-bbox="345 380 1321 415">Routine Administrative (Non-mission) Records Common to all Offices</p> <p data-bbox="345 432 1149 468">Disposition Authority Number DAA-0064-2015-0003-0001</p> <p data-bbox="345 489 1507 827">Records documenting routine administrative activities created and/or received by all NARA organizations that do not have primary responsibility for those activities. These records include requests and responses to routine office administrative services and activities. Examples include (but are NOT limited to): requests for supplies, credit card purchases, travel records, contracts, budget requests, printing requests, facility work orders, space management requests, performance awards, recruitment/staffing requests, revised position descriptions, time and attendance, Employee Viewpoint Survey (EVS) activities, employee exit clearance documentation, and similar records.</p> <p data-bbox="345 848 915 884">Final Disposition Temporary</p> <p data-bbox="345 905 850 940">Item Status Active</p> <p data-bbox="345 961 818 997">Is this item media neutral? Yes</p> <p data-bbox="345 1018 818 1138">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="345 1159 818 1247">Do any of the records covered by this item exist as structured electronic data? Yes</p> <p data-bbox="345 1268 1075 1946">GRS or Superseded Authority Citation N1-64-96-002 / 14 N1-64-87-001 / 223/ 2 N1-64-87-001 / 228/ 2 N1-64-87-001 / 232/ 3 N1-64-87-001 / 234 N1-64-87-001 / 240/ 2 N1-64-03-005 / 2/A GRS 12/ 5a GRS 12/ 5b GRS 12/ 5c GRS 12/ 6g GRS 12/ 6d GRS 12/ 6b GRS 12/ 6c GRS 12/ 6e GRS 12/ 6a N1-64-90-001 / 263/1 N1-64-08-010 / 5</p>

N1-64-08-010 / 10
GRS 1/ 28a{2}
N1-64-87-001 / 331/2
GRS 1/ 42a
GRS 1/ 42b
GRS 1/ 42c
GRS 5/ 2
N1-64-87-001 / 407/2
N1-64-87-001 / 409/2
N1-64-87-001 / 413/2
N1-64-87-001 / 414
N1-64-87-001 / 415
N1-64-87-001 / 416
N1-64-87-001 / 417
GRS 2/ 6b
GRS 2/ 7
GRS 6/ 1b
N1-64-87-001 / 503
N1-64-87-001 / 507/2
N1-64-87-001 / 507/3
GRS 4/ 2
GRS 3/ 3a{1}{a}
N1-64-87-001 / 604
N1-64-87-001 / 605
N1-64-87-001 / 615
N1-64-87-001 / 616/1
N1-64-87-001 / 617/2
N1-64-87-001 / 618/1
N1-64-87-001 / 619/1
N1-64-87-001 / 625/2
N1-64-87-001 / 626/1
N1-64-87-001 / 636/2/B
N1-64-87-001/ 636/3/C
N1-64-87-001 / 637
N1-64-87-001 / 638
GRS 18/ 8
GRS 18/ 11
GRS 18/ 17b
GRS 18/ 14b
GRS 18/ 14c
GRS 18/ 15b
GRS 18/ 13b
GRS 23/ 1
GRS 1.1/ 010
GRS 10/ 1
GRS 10/ 2a

GRS 10/ 2b
GRS 10/ 3
GRS 10/ 4
GRS 10/ 5
N1-64-90-001 / 263/3
N1-64-87-001 / 205
GRS1/18a
GRS1/34
GRS1/32
GRS1/5
GRS12/2a
GRS12/2b
GRS12/2c
GRS12/2d[1]
GRS12/2d[2]
GRS12/4
GRS9/7
GRS14/1
GRS14/2
N1-64-90-001 / 263/2
N1-64-90-001 / 1806/3

Disposition Instruction

Cutoff Instruction

Cut off at the end of the fiscal year in which the project/activity/transaction was completed or superseded.

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
08/05/2015	Certify	Richard Marcus	Records Officer	Office of Information Services - Records management Staff
12/08/2015	Return for Revision	Henry Wolfinger	Appraiser	National Archives and Records Administration - Records Management Services
12/14/2015	Submit For Certification	Denise Boone	Management and Program Analyst	Chief Operating Officer - Corporate Records Management
12/30/2015	Return to Submitter	Richard Marcus	Records Officer	Office of Information Services - Records management Staff
12/30/2015	Submit For Certification	Denise Boone	Management and Program Analyst	Chief Operating Officer - Corporate Records Management
12/30/2015	Certify	Richard Marcus	Records Officer	Office of Information Services - Records management Staff
05/25/2016	Return for Revision	Henry Wolfinger	Appraiser	National Archives and Records Administration - Records Management Services
06/01/2016	Submit For Certification	Richard Marcus	Records Officer	Chief Operating Officer - Corporate Records Management
06/01/2016	Certify	Richard Marcus	Records Officer	Chief Operating Officer - Corporate Records Management
07/06/2016	Submit for Concurrence	Henry Wolfinger	Appraiser	National Archives and Records Administration - Records Management Services

07/12/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
07/12/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
07/13/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist