

## Request for Records Disposition Authority

Records Schedule Number           **DAA-0064-2016-0005**

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       **Agency-wide**

Schedule Subject                      **Special Projects**

Internal agency concurrences will be provided   **No**

Background Information               **As part of the original comprehensive records schedule approved in 1987 after its independence from GSA (N1-64-87-1), NARA included a disposition for "Special Studies and Projects Records." This disposition made the final report of all such studies and projects permanent while making the working papers disposable. In later years, Records Management staff realized the inadequacy of such dispositions: by not defining "special studies and projects," the disposition was capturing many studies and projects that did not warrant permanent retention. Their subjects were too routine. Therefore, sometime in the early 2000s, the authority was rescinded and replaced with instructions that each study or project should have a separate SF 115 submitted. This would allow the Records Management staff to evaluate each one to determine whether they warranted permanent retention. This arrangement ultimately became unworkable as well, since the workload became extremely burdensome. Many project and study case files remained unscheduled. This schedule is meant to provide disposition authorities for all projects, providing selection criteria for significant projects while providing for the destruction of those not having archival value.**

**Item Count**

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
<b>3</b>	<b>1</b>	<b>2</b>	<b>0</b>

**GAO Approval**

## Outline of Records Schedule Items for DAA-0064-2016-0005

Sequence Number	
1	<b>Special Projects</b>
1.1	Final report or product and any related substantive materials. Disposition Authority Number: DAA-0064-2016-0005-0001
1.2	Non-substantive working papers, drafts and other supporting documentation. Disposition Authority Number: DAA-0064-2016-0005-0002
1.3	All other projects Disposition Authority Number: DAA-0064-2016-0005-0003

Records Schedule Items

Sequence Number					
1	<p><b>Special Projects</b> Special Projects conducted by an organization outside its framework of usual or routine work.</p>				
1.1	<p><b>Final report or product and any related substantive materials.</b> Disposition Authority Number      <b>DAA-0064-2016-0005-0001</b></p> <p><b>Projects that a) result in significant changes in how NARA conducts its business; b) have a major impact or contribution to the archival, records management or other communities in which NARA is involved that enhance access to government records; or c) have historical significance relating to NARA's mission (for example: projects generating congressional or press interest).</b></p> <p>Final Disposition                      <b>Permanent</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> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> <tr> <td><b>File# 140</b></td> <td><b>National Archives Records Control Schedule</b></td> </tr> </table> <p>GRS or Superseded Authority Citation      <b>N1-064-87-1, Item 117-1</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      <b>Cut off files upon completion of project.</b></p> <p>Transfer to the National Archives for Accessioning      <b>Transfer to the National Archives in 5 year blocks 15 year(s) after cutoff.</b></p> <p><b>Additional Information</b></p> <p>What will be the date span of the initial transfer of records to the National Archives?      <b>From 1996 To 2016</b></p> <p>How frequently will your agency transfer these records to the National Archives?      <b>Unknown</b> <b>Depends on the number of projects that meet the selection criteria and their completion dates.</b></p>	Manual Citation	Manual Title	<b>File# 140</b>	<b>National Archives Records Control Schedule</b>
Manual Citation	Manual Title				
<b>File# 140</b>	<b>National Archives Records Control Schedule</b>				

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	4.0 Cubic feet	.25 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.2

**Non-substantive working papers, drafts and other supporting documentation.**

Disposition Authority Number      **DAA-0064-2016-0005-0002**

Final Disposition                      **Temporary**

Item Status                              **Active**

Is this item media neutral?          **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      **No**

**Disposition Instruction**

Cutoff Instruction                      **Cut off after completion of project.**

Retention Period                        **Destroy when no longer needed**

**Additional Information**

GAO Approval                            **Not Required**

1.3

**All other projects**

Disposition Authority Number      **DAA-0064-2016-0005-0003**

Final Disposition                      **Temporary**

Item Status                              **Active**

Is this item media neutral?          **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      **No**

GRS or Superseded Authority Citation	N1-064-87-1, Item 117-2
Disposition Instruction	
Cutoff Instruction	Cutoff files upon completion of project.
Retention Period	Destroy 7 year(s) after cutoff.
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
08/03/2016	Return to Submitter	Richard Marcus	Records Officer	Chief Operating Officer - Corporate Records Management
08/04/2016	Return to Submitter	Richard Marcus	Records Officer	Chief Operating Officer - Corporate Records Management
08/08/2016	Certify	Richard Marcus	Records Officer	Chief Operating Officer - Corporate Records Management
11/02/2016	Return for Revision	Tom Cotter	Appraiser	National Archives and Records Administration - ACRA
11/08/2016	Submit For Certification	Richard Marcus	Records Officer	Chief Operating Officer - Corporate Records Management
11/08/2016	Certify	Richard Marcus	Records Officer	Chief Operating Officer - Corporate Records Management
02/07/2017	Submit for Concurrence	Tom Cotter	Appraiser	National Archives and Records Administration - ACRA
02/10/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
02/10/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
02/14/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist