

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0064-2016-0008**

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                **Research Services (R)**

Minor Subdivision                **Preservation Programs Division (RX)**

Schedule Subject                 **Integrated Pest Management Records**

Internal agency concurrences will be provided      **No**

Background Information            **Integrated Pest Management (IPM) is part of the overall NARA preservation program, designed to prevent . pest infestations in holding areas at all NARA facilities. It also guides response to pest infestations in any area where holdings are present, or the actual infestation of holdings. IPM is required to ensure the agencies compliance with 36 CFR 1243.10(m) and other regulations. The function is new and still being developed. IPM is active and applicable to all facilities that NARA occupies including:**

- **NARA-owned or leased facilities**
- **GSA-owned or leased facilities used by NARA**
- **Presidential libraries acquired by agreement in accordance with 44 U.S.C. 2112(a)(1)(B)(i)**
- **Affiliated Archives. Appropriate NARA units ensure that IPM programs at affiliated archives are regularly evaluated for risks to holdings of archival federal records as part of other program evaluations, and that each affiliated archives is made aware when IPM programs do not meet requirements for records protection.**

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of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

**GAO Approval**

## Outline of Records Schedule Items for DAA-0064-2016-0008

Sequence Number	
1	<b>IPM Comprehensive Schedule</b>
1.1	Records created/maintained in the performance of Integrated Pest Management (IPM) functions and activities that contribute the prevention of pest infestation, as well as the infestation response. These records can act as major contributors to final reports, responses, findings, assessments, etc. Disposition Authority Number: DAA-0064-2016-0008-0001
1.2	Final IPM reports, responses, findings, assessments, etc. associated with NARA -owned facilities. Disposition Authority Number: DAA-0064-2016-0008-0002
1.3	Final IPM reports, responses, findings, assessments, etc. associated with NARA occupied, but not owned facilities. Disposition Authority Number: DAA-0064-2016-0008-0003

## Records Schedule Items

Sequence Number	
1	<p><b>IPM Comprehensive Schedule</b> Schedule covering all records created and/or maintain in the performance of the IPM functions and activities.</p>
1.1	<p><b>Records created/maintained in the performance of Integrated Pest Management (IPM) functions and activities that contribute the prevention of pest infestation, as well as the infestation response. These records can act as major contributors to final reports, responses, finding, assessments, etc.</b></p> <p>Disposition Authority Number      <b>DAA-0064-2016-0008-0001</b></p> <p><b>Records created/maintained under various titles, forms, and offices, considered core IPM records. They include, but not limited to: IPM planning/strategy documents; Function/activity implementation plans; Monitoring/review documents; Technical/support advice documents; Reviews of pesticide applications/infestation treatments; Architectural/construction/renovation design/standard reviews; Environmental reviews, and other guidance/procedures. This schedule item will also cover all other IPM function related records, which include but are not limited to other program management files / reports, statistical studies / reports, working papers, and non-executive level correspondence, subject files, training materials, presentations, request/response, feeder, ancillary, collateral records, etc. EXCLUDING Final reports, responses, findings, assessments, etc. and records appropriately covered by the GRS (e.g. contract records).</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><b>Disposition Instruction</b></p> <p>Cutoff Instruction                        <b>Cutoff, close, complete annually as appropriate; supersede as mission needs require. Break annually.</b></p> <p>Retention Period                         <b>Destroy 7 year(s) after break</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                              <b>Not Required</b></p>
1.2	<p><b>Final IPM reports, responses, findings, assessments, etc. associated with NARA-owned facilities.</b></p>

Disposition Authority Number DAA-0064-2016-0008-0002

Final IPM reports, responses, findings, assessments, etc. required complying with various statutory and other requirements associated with NARA-owned facilities.

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 Cutoff, close, complete files when final reports, findings, assessments are issues. Break annually.

Retention Period Destroy 10 year(s) after break

Additional Information

GAO Approval Not Required

1.3

Final IPM reports, responses, findings, assessments, etc. associated with NARA occupied, but not owned facilities.

Disposition Authority Number DAA-0064-2016-0008-0003

Final IPM reports, responses, findings, assessments, etc. complying with various statutory and other requirements associated with facilities NARA occupies, but does not own.

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 Cutoff, close, complete files when final reports, findings, assessments are issues. Break annually.

Retention Period Destroy 1 year(s) after end of facility occupancy

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
08/16/2016	Certify	Richard Marcus	Records Officer	Chief Operating Officer - Corporate Records Management
02/07/2017	Submit for Concur rence	Tom Cotter	Appraiser	National Archives and Records Administration - ACRA
02/10/2017	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - ACNR Records Management Services
02/10/2017	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - ACNR Records Management Services
02/14/2017	Approve	David Ferriero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist