

Request for Records Disposition Authority

Records Schedule Number DAA-0064-2016-0010
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 The Office of the Chief Records Officer
Minor Subdivision Agency Services
Schedule Subject Records Management Training Program
Internal agency concurrences will be provided No

Background Information This job is proposed for two purposes: 1) to make the existing disposition for records management training materials media neutral; 2) to schedule student transcripts and other records that document students having taken courses given by the training program.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0064-2016-0010

Sequence Number	
1	Records Management Training Program
1.1	Records Management Training Materials Disposition Authority Number: DAA-0064-2016-0010-0001
1.2	Records Management Student Records Disposition Authority Number: DAA-0064-2016-0010-0002

Records Schedule Items

Sequence Number	
1	<p>Records Management Training Program Records created, received, and maintained in the course of running the Records Management Training Program. NARA offers records management training to all Federal agencies.</p>
1.1	<p>Records Management Training Materials Disposition Authority Number DAA-0064-2016-0010-0001 Training materials, including course outlines, handouts, and reference files in all formats. 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? Yes Do any of the records covered by this item exist as structured electronic data? No GRS or Superseded Authority Citation N1-64-87-1, Item 1305-2 Disposition Instruction Retention Period Destroy when superseded OR obsolete. Additional Information GAO Approval Not Required</p>
1.2	<p>Records Management Student Records Disposition Authority Number DAA-0064-2016-0010-0002 Student Records include transcripts, training certificate records, and lists of certified graduates. Files include certification completion, course, and tests data. Final Disposition Temporary Item Status Active Is this item media neutral? Yes Do any of the records covered by this item currently exist in</p>

electronic format(s) other than e-mail and word processing?

Do any of the records covered by this item exist as structured electronic data? **Yes**

Disposition Instruction

Cutoff Instruction **Cut off textual records at the end of the FY.**

Transfer to Inactive Storage **Transfer textual records to Federal Record Center 5 year (s) after cutoff.**

Retention Period **Destroy when 35 year (s) old.**

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
08/26/2016	Return to Submitter	Richard Marcus	Records Officer	Chief Operating Officer - Corporate Records Management
08/31/2016	Return to Submitter	Richard Marcus	Records Officer	Chief Operating Officer - Corporate Records Management
10/11/2016	Certify	Richard Marcus	Records Officer	Chief Operating Officer - Corporate Records Management
12/21/2016	Submit for Concurrence	Tom Cotter	Appraiser	National Archives and Records Administration - ACRA
01/11/2017	Return to Submitter	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
01/11/2017	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