

Request for Records Disposition Authority

Records Schedule Number DAA-0064-2016-0016
 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 Department-wide
 Schedule Subject Federal Records Centers Program (FRCP) Records Management Services
 Internal agency concurrences will be provided No

Background Information This job is proposed for two purposes: 1) To distinguish the Federal Records Centers Program (FRCP) from the Office of the Chief Records Officer (AC) and its responsible functions. Records Management Services (AFOR) projects contain documentation about discretionary work the agencies elect to have done. Projects are not directly tied to NARA's regulatory responsibilities under the Federal Records Act (FRA); 2) propose a uniform 10-year retention period for similar records maintained in both the Federal Records Centers Program (FCRP) and the Office of the Chief Records Officer (AC).

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0064-2016-0016

Sequence Number	
1	Records Management and Records Center Services provided by the Federal Records Centers (FRCP) Program
1.1	FRCP Records Management Services Disposition Authority Number: DAA-0064-2016-0016-0001

Records Schedule Items

Sequence Number	
1	<p>Records Management and Records Center Services provided by the Federal Records Centers (FRCP) Program Records Management Services is responsible for carrying out special projects for Federal agencies seeking to improve their records management programs.</p>
1.1	<p>FRCP Records Management Services</p> <p>Disposition Authority Number DAA-0064-2016-0016-0001</p> <p>Records maintained in the organization responsible for providing services that are reimbursable, discretionary, and non-regulatory in nature.</p> <p>Final Disposition Temporary</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? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? No</p> <p>GRS or Superseded Authority Citation N1-64-08-10 Item 14</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off at end of fiscal year in which the project/ activity/transaction was completed or superseded.</p> <p>Retention Period Destroy 10 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>

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
10/27/2016	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