

Request for Records Disposition Authority

Records Schedule Number DAA-0064-2016-0017
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 Office of the Chief Records Officer
Minor Subdivision Agency Services
Schedule Subject Records Administration Program Subject Files
Internal agency concurrences will be provided No

Background Information This job is proposed for two purposes: 1) to update the organization responsible for records maintained by the Office of the Chief Records Officer; and 2) include project based reports and customer satisfaction surveys into the existing disposition for Agency Assistance Project Files.

These items are a part of a larger disposition already approved (File #1301-1 of the RCS). This proposed job focuses on pen and ink changes in accordance with NARA Memo AC 31.2016 regarding pen and ink changes.

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of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |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-0064-2016-0017

| Sequence Number | |
|-----------------|--|
| 1 | Records maintained by the Office of the Chief Records Officer |
| 1.1 | Agency Assistance Project Files Disposition Authority Number: DAA-0064-2016-0017-0001 |

Records Schedule Items

| Sequence Number | |
|-----------------|---|
| 1 | Records maintained by the Office of the Chief Records Officer |
| 1.1 | <p>Agency Assistance Project Files</p> <p>Disposition Authority Number DAA-0064-2016-0017-0001</p> <p>Records documenting assistance projects conducted by the Office of the Chief Records Officer. Files may include but are not limited to Memorandum of Understanding (MOU), project based reports and customer satisfaction surveys, correspondence with the agency and other NARA units concerning the project, and other project documentation.</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 N1-64-00-9 Item 1</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off closed projects at the end of the fiscal year.</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 |
|------------|----------------------------|---------------------|--|---|
| 10/11/2016 | 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 |