

Request for Records Disposition Authority

Records Schedule Number **DAA-0064-2017-0001**

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 **Agency Strategic, Performance, Program Review, Accountability, Plans and Results Records - Files Created and Maintained by All Other Offices.**

Internal agency concurrences will be provided **No**

Background Information **NARA records documenting the agency's overall strategic planning and government performance management functions are maintained by the Strategy and Performance Division (MP), the organization primarily responsible for these functions. These records, including strategic plans, annual performance plans, program reviews, accountability reports, and case files related to preparing these plans and reports for submission to the Office of Management and Budget (OMB), Congress, the public, etc., are currently scheduled under authorities N1-64-00-0008, N1-64-87-0001, and N1-64-96-0001 The record copies of all NARA-wide strategic plans are scheduled as permanent.**

However, the strategic planning and performance records created and maintained by the programs and offices, which feed the agency-wide efforts, have until now been unscheduled. This schedule will cover these unscheduled records.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0064-2017-0001

Sequence Number

1	Agency Strategic, Performance, Program Review, Accountability Plans and Results Records - Files Created and Maintained by All Other Offices Disposition Authority Number: DAA-0064-2017-0001-0001
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Records Schedule Items

Sequence Number									
1	<p>Agency Strategic, Performance, Program Review, Accountability Plans and Results Records - Files Created and Maintained by All Other Offices</p> <p>Disposition Authority Number DAA-0064-2017-0001-0001</p> <p>Strategic, annual performance plans, program reviews, accountability reports, results, plans and developmental case files created and / or maintained at the program and office level, which are submissions for agency level reports, or used at the program/office level, as applicable. This includes, but is not limited to, developmental files, correspondence, comments, notes, specifications for measuring performance objectives, etc., relating to preparing and issuing of plans/reports to the Office of Management and Budget (OMB), Congress, and NARA senior staff for compliance, statutory, program/office review / reporting purposes. This does not include statutorily required reports that are covered by other schedules. The schedule also covers program/office level program review, cumulative performance information, feeder reports/records produced and maintained only within the programs/offices.</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? No</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td>File 111-2b</td> <td>NARA Records Schedule</td> </tr> <tr> <td>File 111-3b</td> <td>NARA Records Schedule</td> </tr> <tr> <td>File 111-4b</td> <td>NARA Records Schedule</td> </tr> </tbody> </table> <p>GRS or Superseded Authority Citation Unscheduled</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off annually in the fiscal year plans / reports are complete.</p> <p>Retention Period Destroy 7 year(s) after cut off</p> <p>Additional Information</p>	Manual Citation	Manual Title	File 111-2b	NARA Records Schedule	File 111-3b	NARA Records Schedule	File 111-4b	NARA Records Schedule
Manual Citation	Manual Title								
File 111-2b	NARA Records Schedule								
File 111-3b	NARA Records Schedule								
File 111-4b	NARA Records Schedule								

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
12/15/2016	Certify	Richard Marcus	Records Officer	Chief Operating Officer - Corporate Records Management
06/06/2017	Submit for Concurrency	Tom Cotter	Appraiser	National Archives and Records Administration - ACRA
06/07/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/07/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/11/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist