

Request for Records Disposition Authority

Records Schedule Number	DAA-0064-2018-0008
Schedule Status	Modified Approved Version
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	Agency Wide
Schedule Subject	Engagement and Public Affairs Records
Internal agency concurrences will be provided	No
Background Information	<p>NARA's outreach function promotes the preservation and use of America's documentary heritage through awarding grants, providing services and public programs, establishing and building relationships with external stakeholders such as students, educators, historians, genealogists, and the general public as well as government entities.</p> <p>This schedule covers records supporting two activities under the outreach function:</p> <p>Engagement - which is providing services and joint activity with professional and standards organizations, and other institutions with whom NARA may work toward shared goals. Supports crowdsourcing efforts to engage the public in the service of greater awareness of and access to NARA's holdings. Also includes conference or committee planning and attendance, sponsored or attended by NARA staff (excluding staff development).</p> <p>Public Affairs - which is building and development of relations between an organization and politicians, governments, decision-makers, and the public.</p> <p>Also covered is internal communications and content created during NARA employees engagement with agency activities such as policies, services, benefits, and records created on the platforms that allow NARA Staff to share information, work more easily together, and find other staff members based on their expertise and interests.</p> <p>INCLUDED are engagement and public affairs records such as speeches, presentations, publications, blogs, and content posted on external and internal agency websites and social networking sites/</p>

platforms (e.g. Twitter, Facebook, Instagram), collaboration tools (e.g. GitHub), and publishing tools (e.g. wikis, blogs, external social networks (e.g. Facebook, Twitter), internal social business tools (e.g. ICN), and content sharing sites (e.g. Flickr, YouTube). Also includes records created via virtual worlds, location-based services, and similar applications that promote the use of NARA materials and facilities.

EXCLUDED are engagement and public affairs records not related to the mission of the agency that are covered by the General Records Schedule (GRS), for example, technology operations and maintenance records and items such as those covered by GRS 6.4, item 030. For purposes of scheduling the recordkeeping copies, this schedule also excludes communications and information sharing objects that reside on third-party controlled platforms or applications for which NARA has no retention control over the content once posted. Posts that contain content reposted from elsewhere for informational purposes (“echo-chamber”) may also be considered non-record materials – unless they are covered by a records series created by a senior NARA official.

Also excluded are records created while conducting outreach but have different activities such as Event Planning, Public Education, Grants, Exhibits, and Tours or records created that are targeted to providing direct access such as the online public or specific program activities under the activities created under data architectures work products, life cycle standards, and products or outcome created by the Citizen Archivist Scanner project and Innovation Hub which are more focused on access of materials and not outreach.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
5	2	3	0

GAO Approval

Outline of Records Schedule Items for DAA-0064-2018-0008

Sequence Number	
1	Engagement and Public Affairs Records
1.1	Engagement and Public Affairs Product Files Disposition Authority Number: DAA-0064-2018-0008-0001
2	Web and Social Media Records
2.1	Original content posted on External Web and Social Media Disposition Authority Number: DAA-0064-2018-0008-0002
2.2	Copies of content posted on External Web and Social Media Content by all other staff Disposition Authority Number: DAA-0064-2018-0008-0003
2.3	Internal Web and Social Media Records Disposition Authority Number: DAA-0064-2018-0008-0004
2.4	External Collaboration Tool Records Disposition Authority Number: DAA-0064-2018-0008-0005

Records Schedule Items

Sequence Number	
1	Engagement and Public Affairs Records
1.1	Engagement and Public Affairs Product Files
	Disposition Authority Number DAA-0064-2018-0008-0001
	<p>Final products created in the planning, managing, and publishing of materials related to NARA outreach and engagement such as speeches, publications, educational materials, agency histories, mission-related materials including posters, conference and public outreach materials, news and press conference files, press releases, biographies, bibliographies, checklists or indexes relating to records and unique collections of records or original materials (such as interviews, oral histories, and publications), and clearances related to the release of these products. (Note: These records may also be duplicated in other series such as the Leadership files, Audiovisual files, Posters, Event Planning, Exhibit Files, and NARA Training Materials where disposition is implemented under those authorities.)</p>
	Final Disposition Permanent
	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
	<p>GRS or Superseded Authority Citation N1-064-87-001 / 1002/1A N1-064-87-001 / 1002/1B N1-064-87-001 / 1003 N1-064-87-001 / 1004/1 N1-064-90-001 / 130 N1-064-02-006 / 1 N1-064-08-010 / 13 supersedes in part for posters only</p>
	Disposition Instruction
	If this item has multiple sections, indicate here records to which this section apply All records except for digital and analog posters
	Cutoff Instruction Cut off at the end of the calendar year.

Transfer to the National Archives for Accessioning Transfer to the National Archives in 5 year blocks 15 year(s) after cut off

Additional Information

What will be the date span of the initial transfer of records to the National Archives? From 2015 To 2030

How frequently will your agency transfer these records to the National Archives? Every 5 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	25 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply Posters (analog and digital)

Cutoff Instruction Cutoff at the end of the calendar year when produced.

Transfer to the National Archives for Accessioning Transfer two copies of each finished poster in hard-copy form, or, if hard-copy does not exist, digital form, to NARA immediately upon public release. Please Note: All digital transfers should be made in accordance with the recommendations in NARA Bulletin 2014-04, Revised Format Guidance for the Transfer of Permanent Electronic Records; NARA Bulletin 2015-04, Metadata Guidance for the transfer of Permanent Electronic Records; or any updated guidance in force at the time of transfer.

Additional Information

First year of records accumulation 2015

What will be the date span of the initial transfer of records to the National Archives? **Unknown**
2015-2020 is anticipated. However, there may be earlier analog posters.

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

Web and Social Media Records

Agency external and internal agency websites that disseminate information about the agency, its services and activities, such as Archives.gov (www.archives.gov), Our Documents (www.ourdocuments.gov), Guide to the 1930 Census (1930census.archives.gov), Emergency Federal Register (www.emergency-federal-register.gov) and NARA@work (www.nara-at-work.gov), Internal Communications Network (ICN) and any other websites. Includes but is not limited to web pages that contain information not duplicated in other records scheduled by the agency, records maintained on websites sites designated by the agency as the recordkeeping copy, snapshots of websites including links taken at any time, such as prior to a revision to the website or during the change of administrations, websites containing special collections of documents pulled together from different sources or records series, data contained in any databases that is accessed through a website or web portal, or blogs (internal and external) and comments received on agency websites that are collected and used in any manner for agency business.

Original content posted on External Web and Social Media

Disposition Authority Number **DAA-0064-2018-0008-0002**

Original content posted by a NARA Senior Executive or by an authorized NARA representative on their behalf or an official who is in an acting capacity for those positions including any significant comments received from the public website which impact major decisions. These also exist as a channel for the public to respond to news, upcoming events, and proposed projects. The purpose of these postings are to push content to the public. Examples include content posted on major mission program sites such as the Blog of the National Historical Publications and Records Commission, Education Blog of the National Archives, Blog of the Chief Records Officer at the National Archives, and the Blog of the Archivist of the United States and Facebook, Twitter, etc. content from these programs. Also includes content posted by the Archivist, Deputy Archivist, and/ or other senior NARA officials on business related social media accounts such as Twitter, Facebook, or Instagram where the official identifies as representing their government role. Web publishing, social networking, and media sharing records may include, but are not limited to: announcements promoting NARA events or policies; links to recently released NARA press releases; articles; educational and historical information; and posting of photos and videos featuring NARA holdings or public events; videos posted to social media (ex. YouTube) including

historic content from NARA holdings and operational or educational programs intended for public distribution that is for a function outside of the holdings and museum functions. Web content which meets the definition of a Federal record under the Federal Records Act is maintained online. Includes but is not limited to web pages that contain information not duplicated in other records scheduled by the agency, records maintained on websites sites designated by the agency as the recordkeeping copy, snapshots of websites including links taken at any time, such as prior to a revision to the website or during the change of administrations, websites containing special collections of documents pulled together from different sources or records series, data contained in any databases that is accessed through a website or web portal, or blogs (internal and external) and comments received on agency websites that are collected and used in any manner for agency business. See social media list of major mission program sites, maintained by the program office responsible for social media, and the list of Capstone officials (approved NARA form 1005) maintained by Corporate Records Management.

Final Disposition Permanent

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

Disposition Instruction

Cutoff Instruction Cut off at the end of the calendar year.

Transfer to the National Archives for Accessioning Transfer to the National Archives in 5 year blocks 15 year(s) after cutoff

Additional Information

What will be the date span of the initial transfer of records to the National Archives? From 2015 To 2030

How frequently will your agency transfer these records to the National Archives? Every 5 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	600 GB	
Paper		

Microform		
Hardcopy or Analog Special Media		

2.2

Copies of content posted on External Web and Social Media Content by all other staff

Disposition Authority Number **DAA-0064-2018-0008-0003**

Copies of content, correspondence or communications with the public, posted by all other staff, this includes comments received on agency websites or social media platforms that the agency does not respond to, use or otherwise act upon in support of agency business, and is not covered by the GRS.

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**

Disposition Instruction

Cutoff Instruction **Cutoff at end of calendar year in which capture occurs.**

Retention Period **DESTROY/DELETE 3 years after cutoff.**

Additional Information

GAO Approval **Not Required**

2.3

Internal Web and Social Media Records

Disposition Authority Number **DAA-0064-2018-0008-0004**

This internal website is maintained by internal organizations for the purpose of providing information, collaboration opportunities, services and reference information in support of the agency's missions and functions and supports organizational activities and functions (i.e., organizational charts, staff directories, policy and guidance, and links to staff resources). The information posted on these intranet webpages are managed by each organization and do not contain

the official recordkeeping copy of the original material. They may also act as a database for gathering or maintaining information for operational uses. Also includes postings to push content to the internal social business tool which encompasses discussion boards, wikis, blogs, profiles, and other technologies across various internal platforms, for example the Internal Communications Network (ICN).

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
N1-064-06-001 / 1
N1-064-06-001 / 2
N1-064-06-001 / 3
N1-064-06-001 / 4
N1-064-06-001 / 5

Disposition Instruction

Retention Period Delete content when superseded, obsolete, or no longer needed for NARA business.

Additional Information

GAO Approval Not Required

External Collaboration Tool Records

Disposition Authority Number DAA-0064-2018-0008-0005

Tools used to support the collaboration, including comments, of a group of two or more individuals to accomplish a common goal or objective (e.g. GitHub, Giphy, Digital Public Library of America, File Analyzer) and structure information that is eventually retained long term or creates another form of a record covered under a different NARA records series.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in

2.4

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

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

No

Disposition Instruction

Retention Period

Delete content when superseded, obsolete, or no longer needed for NARA business.

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
07/13/2018	Return to Submitter	Richard Marcus	Records Officer	Chief Operating Officer - Corporate Records Management
07/13/2018	Certify	Cherisse Willis-Proctor	RIM Specialist	National Archives and Records Administration - Corporate Records Management
04/27/2020	Return for Revision	Laura McHale	Appraisal Archivist	National Archives and Records Administration - Records Management Services
07/14/2020	Submit For Certification	Cherisse Willis-Proctor	RIM Specialist	National Archives and Records Administration - Corporate Records Management
08/27/2020	Certify	Cherisse Willis-Proctor	RIM Specialist	National Archives and Records Administration - Corporate Records Management
05/04/2021	Submit for Concurrence	Laura McHale	Appraisal Archivist	National Archives and Records Administration - Records Management Services
05/07/2021	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/15/2021	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
05/17/2021	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist