

Request for Records Disposition Authority

Records Schedule Number DAA-0064-2019-0009

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 RESEARCH ROOM REFERENCE SERVICE FILES - WHITE PULL SLIPS

Internal agency concurrences will be provided No

Background Information The National Archives and Records Administration (NARA) creates and maintains RESEARCH ROOM REFERENCE SERVICE FILES - WHITE PULL SLIPS as a means of providing records to researchers in central, custodial, and library research rooms. Pulls slips are created by the use of NA Forms 14001, Reference Service Slips and identify the records being used by a researcher and their movement. The records support agency mission activities that promote public access to high-value government records and provide the ability to locate relevant information.

INCLUDED in this schedule are the WHITE SLIPS when used for public research only. These are being proposed for a longer records retention (25-year) than previously approved (2-year) to support additional business needs. Because the pull slips contain information about what records an individual researcher uses, the Chief Operating Officer, Holdings Protection and Recovery Staff, and the Office of the Inspector General have an interest in the pull slips for the investigation of theft or loss of holdings and their recovery.

EXCLUDED from this schedule is NA 14001 when, regardless of color, it is used for internal purposes.

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of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |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-0064-2019-0009

| Sequence Number | |
|-----------------|--|
| 1 | RESEARCH ROOM REFERENCE SERVICE FILES - WHITE PULL SLIPS |
| 1.1 | WHITE COPIES OF NA FORM 14001 Disposition Authority Number: DAA-0064-2019-0009-0001 |

Records Schedule Items

| Sequence Number | |
|-----------------|---|
| 1 | <p>RESEARCH ROOM REFERENCE SERVICE FILES - WHITE PULL SLIPS Used in providing records to researchers in central, custodial, and library research rooms. Included are NA Forms 14001, Reference Service Slips when used for public research; and other forms that identify the records being used by a researcher and their movement.</p> |
| 1.1 | <p>WHITE COPIES OF NA FORM 14001</p> <p>Disposition Authority Number DAA-0064-2019-0009-0001</p> <p>White Slips are the original and most legible copy of the NA Form 14001 and are retained in custodial units for materials sent to a central research room. They are filed by Record Group or Collection.</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> <p>GRS or Superseded Authority Citation N1-064-87-001 / 1420/2</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off annually.</p> <p>Transfer to Inactive Storage Transfer as needed by volume.</p> <p>Retention Period Destroy 25 year(s) after cut off.</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 |
|------------|------------------------|-------------------------|---|---|
| 07/29/2019 | Certify | Cherisse Willis-Proctor | RIM Specialist | National Archives and Records Administration - Corporate Records Management |
| 03/16/2020 | Submit for Concurrency | Laura McHale | Appraisal Archivist | National Archives and Records Administration - Records Management Services |
| 04/08/2020 | Concur | Margaret Hawkins | Director of Records Management Services | National Records Management Program - ACNR Records Management Services |
| 04/09/2020 | Concur | Laurence Brewer | Chief Records Officer | National Records and Archives Administration - National Records and Archives Administration |
| 04/09/2020 | Approve | David Ferriero | Archivist of the United States | Office of the Archivist - Office of the Archivist |