Schedule Number: N1-064-05-005

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 05/26/2021

ACTIVE ITEMS
These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All items except those listed below are active

SUPERSEDED AND OBSOLETE ITEMS
The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 1a was superseded by DAA-0064-2020-0001-0002
Item 1b was superseded by DAA-0064-2020-0001-0002
Items 2, 5, and 8 referenced other items and were not active items
Item 10a was superseded by GRS 5.1, item 020 (DAA-GRS- 2016-0016- 0002), issued GRS Transmittal 28, July 2017
Item 10b was superseded by GRS 5.1, item 020 (DAA-GRS- 2016-0016- 0002), issued GRS Transmittal 28, July 2017
REQUEST FOR RECORDS DISPOSITION AUTHORITY

To. NATIONAL ARCHIVES & RECORDS ADMINISTRATION
   8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001

1 FROM (Agency or establishment)
   National Archives & Records Administration

2 MAJOR SUBDIVISION
   Policy & Communications Staff

3 MINOR SUBDIVISION
   Life Cycle Coordination Staff

4 NAME OF PERSON WITH WHOM TO CONFER
   Richard Marcus

5 TELEPHONE NUMBER
   301-837-1942

6 AGENCY CERTIFICATION
   I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of its records and that the records proposed for disposal on the attached 4 page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

   • is not required
   • is attached, or
   • has been requested

DEC 2 3 2004
Richard Marcus
NARA Records Officer

7 ITEM NO

8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION
   Lifecycle Coordination Staff Functional Schedule
   See attached page(s)

9 GRS OR SUPERSEDED JOB CITATION

10 ACTION TAKEN
   (NARA USE ONLY)
Lifecycle Coordination Staff Functional Records Schedule

I. Lifecycle Data Management Function

The Lifecycle Data Management Function is responsible for administering, planning, implementing, operating, and maintaining lifecycle data. This includes records related to developing and maintaining lifecycle data standards, records generated during the testing and operational phase of any lifecycle data management system, and records relating to any activities that support the operation of the function.

1. Program Administration
   a. Policy documents and project files
      
      PERMANENT.
      Cut off at conclusion of project. Transfer to the National Archives 5 years after cutoff.

   ✓ b. All other (Includes reports, statistics, and working team files.)
      
      Cut off annually. Destroy when 5 years old.

2. Administrative
   None
   
   All LCS administrative files fall under organization records schedule.

3. Program Operation
   ✓ a. Data management tools (Includes authority lists and files, data element tables, and thesauri.)
      
      Destroy entry or element when superseded, obsolete, or no longer needed for current reference and operations.

   b. Data management operation function
      (Includes training, outreach, testing, and informational web pages)
      
      Cut off when superseded, obsolete, or no longer needed for current reference and operations. Destroy 5 years after cutoff.
II. Lifecycle Process Management Function

The Lifecycle Process Management Function is responsible for supporting NARA's Records Management Initiatives (RMI) and Electronic Records Archives (ERA) programs, promoting compliance with Government Paperwork Elimination Act (GPEA) requirements, and increasing the efficiency and effectiveness of all records lifecycle processes. A major activity of this function is the recreating or reengineering of business practices.

4. Program Administration
   a. Charter documents and project files
      PERMANENT.
      Cut off when superseded. Transfer to the National Archives 5 years after cutoff.

5. Administrative
   None
   All LCS administrative files fall under organization records schedule

6. Program Operation
   a. Products (Includes formal comments, approved products, and presentations.)
      PERMANENT.
      Cut off at conclusion of function. Transfer to the National Archives 5 years after cut off
   b. All other (Includes meeting minutes, benchmarking notes, informational web pages, and training materials.)
      Cut off at completion of project. Destroy 5 years after cut off
III. Lifecycle Data Standards Administration Function

The Lifecycle Data Administration Function is responsible reviewing, implementing, and refining NARA’s data standards, specifically in relation to archival description standards, and functions as a third-party appeals board when description reviewers and describers disagree.

κ. Program Administration
   a. Charter documents

PERMANENT
Cut off at conclusion of function Transfer to the National Archives 5 years after cutoff

λ. Administrative
None

All LCS administrative files fall under organization records schedule.

μ. Program Operation
   a. Products (Includes meeting minutes and formal rulings)

PERMANENT
Cut off annually Transfer to the National Archives 5 years after cut off

b. All other (Includes meeting agendas and position papers.)

Cut off annually. Destroy 5 years after cut off.
Electronic Mail and Word Processing System Copies

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Destroy/delete within 180 days after the recordkeeping copy has been produced.

b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Destroy/delete when dissemination, revision, or updating is completed.