Schedule Number: N1-064-08-010

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules.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These items, unless subsequently superseded, may be used by the agency to disposition records.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. Item 27 c. User Registration/Retrieval Documentation is active for field archive facilities only

SUPERSEDED AND OBSOLETE ITEMS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 They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling.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Item 2 B. Operational Unit was superseded by DAA-0064-2020-0001-0002, Operations Management Records

Item 13 A. Regional Outreach was superseded (in part) for posters only by DAA-0064-2018-0008-0001, Engagement and Public Affairs Product Files
REQUEST FOR RECORDS DISPOSITION AUTHORITY

**JOB NUMBER**
N1-064-08-10

**DATE RECEIVED**
6/9/08

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

**TO**
NATIONAL ARCHIVES & RECORDS ADMINISTRATION
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001

**MAJOR SUBDIVISION**
Office of Regional Records Services

**MINOR SUBDIVISION**
Regional Records Facilities

**NAME OF PERSON WITH WHOM TO CONFERENCE**
Richard Marcus

**TELEPHONE NUMBER**
301-837-1942

**DATE**
9-16-09

**ARCHIVIST OF THE UNITED STATES**

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**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 on the attached page(s) are not needed now for the business of 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

**DATE**
JUN - 6 2008

**SIGNATURE OF AGENCY REPRESENTATIVE**
Richard W. Marcus

**TITLE**
NARA Records Officer

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**ITEM NO**
7

**DESCRIPTION OF ITEM AND PROPOSED DISPOSITION**
Office of Regional Records Services
Regional Records Facilities
Request to make previously approved Job No N1-064-07-005 (approved 11/13/07) media neutral
See attached page(s)

**GRS OR SUPERSEDED JOB CITATION**
N1-064-07-005
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I. PROGRAM DIRECTION

Planning, managing, and evaluating all activities at NARA Regional Records Facilities

1 A. Region-Wide (Regional Administrator)

Directs and coordinates the performance of all NARA programs and activities assigned to regional records services facilities. Sets overall goals and objectives in each region, assigning specific tasks and activities to operational units. Evaluates program-wide activities to determine whether goals and objectives have been met.

Disposition: PERMANENT Cut off at the close of the fiscal year. Transfer to the National Archives in 5-year blocks when the newest records are 5 years old.

2 B. Operational unit

Records related to planning, managing and evaluating activities and programs that are created in operational units.

Disposition: TEMPORARY Cut off at the end of the fiscal year in which the project/activity/transaction was completed or superseded. Destroy 5 years after cut off.

3 C. Transitory records

Disposition: TEMPORARY Destroy when no longer needed, no later than when 180 days old. (GRS23/7)

4 D. Non-record material

Disposition: TEMPORARY Destroy when no longer needed.

II. ADMINISTRATIVE

The administrative functions include accounting and financial management, administrative support, personnel, and property and facilities management.

5 A. Records of all administrative functions with the exception of those listed below.

Disposition: TEMPORARY Cut off at the end of the fiscal year in which the project/activity/transaction was completed or superseded. Destroy when 3 years old.

B. Records of administrative functions concerning the collection and expenditure of funds

Disposition: TEMPORARY Cut off at the end of the fiscal year in which the project/activity/transaction was completed or superseded. Destroy 7 years after cut off.

6 1 Records that document the collection and expenditure of funds. Examples include Property Management Officer/Accountable Officers' History Files, Time & Attendance, pre-1995 procurement transactions exceeding $25,000 that used other than small purchase procedures, post-1995 procurement actions exceeding the simplified acquisition threshold, construction projects exceeding $2000, and Travel.
7 2 Building records
Records documenting facilities such as acquisition, major maintenance/renovation/improvements, quality of environment (For all other issues use II A)

8 C. Records tracking workload used as a source of billing data for the Federal Records Centers

Records include customer service requests and internal NARA-generated operational data used to process RCP service requests, track work accomplished, and support billing information entry by the Centers into the Web-Tally portion of RCPBS.

Hardcopy supporting work documentation includes, but is not limited to: Optional Form 11's, Trust Fund Requests, IRS batch sheets, TASK Daily Work Logs, and completed hardcopy Web-Tally data entry sheets. Electronic data sources include extracts from various operational sources, including but not limited to: Center-specific databases and barcode reader systems, CIPS request summaries, the NARS-534 Report and Daily Transactions, Web-Tally.

D. Personnel records created and maintained by NR field units.

9 1. Employee Name Files:
Correspondence, forms, and other records relating to individual employees duplicated in or not appropriate for the OPF. Also known as the UPF or supervisor's files. Arranged alphabetically by name of employee.

Disposition: TEMPORARY - Review annually and destroy superseded or obsolete documents, and destroy remaining file relating to an employee within 1 year after separation or transfer (GRS1/18)

NOTE: For employees reassigned to another NARA unit, performance-related files and statements of employment and financial interest must be transferred to the new NARA supervisor.

10 2 All other records, including labor relations and occupational injuries

Disposition: TEMPORARY - Cut off at the end of the fiscal year in which the project/activity/transaction was completed or superseded Destroy when 4 years old

Note: This item includes GRS items that are administrative in function to NR for which a exception is being requested

11 E. Transitory records

Disposition: TEMPORARY - Destroy when no longer needed, no later than when 180 days old (GRS23/7)

12 F. Non-record material

Disposition: TEMPORARY - Destroy when no longer needed
III. PROGRAM OPERATION

Functions that directly fulfill NARA's mission

13 A. Regional Outreach

Includes promoting NARA and its programs to the government, researcher and educational communities, and the general public, within the region, development activities, public programs and exhibits. Comprises records that document outreach activities of the Office of the Regional Administrator, Records Management, Records Center, and Archives Programs. Examples include workshop presentations and records management training to Federal employees, workshops and educational materials for teachers and/or students, marketing materials, event planning and documentation materials, newsletters, sign in sheets, evaluations, customer surveys and similar information collections.

14 B. Records Management Services

The Records Management Services function is responsible for appraising records to determine their long term evidentiary and informational value, providing guidance on records management regulations and their implementation, reviewing and developing schedules for the retention and disposition of Federal records, and, evaluating the effectiveness of records management programs in place in Federal agencies. Also included are conducting Targeted and technical assistance projects, commenting on policy guidance and professional matters, and participation or leadership in National Project Teams. Please note that training, agency and professional outreach activities are covered under A. Regional Outreach.

C. Records Center Services

The Records Center Services function is responsible for maintaining and operating records centers, storing, processing, and servicing records in records centers, and negotiating local memoranda of agreement with Federal agencies for special services/projects. Please note that training, agency and professional outreach activities are covered under A. Regional Outreach.

Disposition: TEMPORARY Cut off at the end of the fiscal year in which the project/activity/transaction was completed or superseded. Destroy 5 years after cut off.
15 1. **Transfer**  
Records that document the process of transferring agency records to a Federal records center. Examples include tracking data, data input forms, deficiency and other correspondence. Does NOT include SF 135s for specific transfers or associated documentation related directly to a specific transfer such as e-mails, memoranda and box lists.

**Disposition:** TEMPORARY Cut off at the end of the fiscal year in which the project/activity/transaction was completed or superseded. Destroy when 3 years old.

16 2. **Reference/Records Services/Internal Operations**  
Records that document providing access to records, (also referred to as “reference,”) and other records services provided by the RCP. Examples of records include OF 11’s, tracking databases, and correspondence. Examples of services include data entry, document digitization, “FastPack,” access authorization, records pick-up and delivery, etc. This disposition does not cover records documenting the handling of security classified records.

**Disposition:** TEMPORARY Cut off at the end of the fiscal year in which the project/activity/transaction was completed or superseded. Destroy when 3 years old.

NOTE. Any records required for billing audit should be migrated to II C at the close of the fiscal year.

17 3. **Disposition**  
Records that document the disposition of records in the Federal records center.

a. All records of the Disposition function with the exception of those listed in b below. Included are disposal notices and related SF 135s.

**Disposition:** Forward to custodial unit assuming physical and legal custody of records.

18 1. Records related to permanent transfers

**Disposition:** TEMPORARY Cut off at the end of the fiscal year in which the project/activity/transaction was completed or superseded. Destroy when 75 years old.

19 2. Records related to all other transfers

b. SF115  
Reference copies of agency schedules used by Records Center staff to verify the disposition authority on records.

**Disposition:** TEMPORARY Destroy when superseded/obsolete.

18 2. Records related to all other transfers

D. **Archives Services**

The Archives Services function is responsible for accessioning those records of Federal agencies determined by the Archivist to have sufficient historical value to warrant their continued preservation and making them available for reference. Activities include accessioning records from agencies and other sources, preparing and publishing finding aids, providing reference service, recommending to
the Archivist the disposal of records in the custody of NR, and providing assistance to agencies for preparing exhibits and displays. 

Please note that training, agency and professional outreach activities are covered under A. Regional Outreach.

1. Accessioning
Records that document the accessioning of agency records to the National Archives. Examples include SF 258s, tracking databases, correspondence etc.

21 a All records of the Accessioning function with the exception of those listed in b below

22 b Location Register
Records that document the location of archival records held at the National Archives

2. Processing/Preservation
Records that document the processing and preservation of permanent records held at the National Archives. Examples include correspondence etc.

23 a All records of the Processing/Preservation function with the exception of those listed in b below

24 b Surveys of Records Needing Treatment
Records that document the survey of records needing treatment

3. Reference
Records that document the reference process for the National Archives. Examples include tracking databases, and correspondence etc.

25 a All records of the Reference function with the exception of those listed below

26 b Agency Reference Files
Reference files used for research into functions and recordkeeping practices of Federal agencies or offices whose records are accessioned by NARA. Included are records management surveys, copies of SF 115s, manuals, directives, and other issuances relating to the management and filing of agency records, copies of agency directories, and related records

27 c User Registration/Retrieval Documentation
Records accumulated in issuing researcher identification cards, acquainting researchers

Disposition: TEMPORARY Retain for life of asset. Transfer along with asset when de-accessioned OR destroy 5 years after related asset is destroyed.

Disposition: TEMPORARY Destroy when superseded

Disposition: TEMPORARY Destroy when no longer needed

Disposition: TEMPORARY Destroy when 25 years old
with research room regulations, authorizing access to restricted or security-classified materials, and tracking movement of researchers, records pull slips, and documentation on loans to agencies or other entities.

28 d Special Access Issues Files
Records created and/or accumulated by the FOIA request process and the mandatory review request process for accessioned records

Disposition: TEMPORARY Cut off files relating to an individual request when the request is fully resolved
Destroy 6 years after cut off

29 4. Appraisal/Internal Disposal
Records that document appraisals and disposals performed by Archives staff after accessioning agency records into the National Archives

Disposition: TEMPORARY Destroy when 10 years old

30 E. Transitory records

Disposition: TEMPORARY Destroy when no longer needed, no later than when 180 days old
(GRS23/7)

31 F. Non-record material

Disposition: TEMPORARY Destroy when no longer needed