

# WITHDRAWN - RETURNED WITHOUT ACTION

## Request for Records Disposition Authority

Records Schedule Number

DAA-0307-2020-0003

Schedule Status

Returned Without Action

Agency or Establishment

National Science Foundation

Record Group / Scheduling Group

Records of the National Science Foundation

Records Schedule applies to

Agency-wide

Schedule Subject

Formal Directives, Procedural Issuances, and Operating Manuals  
Relating to Program Functions

Internal agency concurrences will be provided

No

### Background Information

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

### GAO Approval

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: **DAA-0307-2020-0003**

## Outline of Records Schedule Items for DAA-0307-2020-0003

Sequence Number	
1	NSF Formal Directives, Procedural Insurances, and Operating Manuals Relating to Program Functions
1.1	Formal Directives, Procedural Issuances, and Operating Manuals Relating to Program Functions Disposition Authority Number: DAA-0307-2020-0003-0001
1.2	Organization Planning Files Disposition Authority Number: DAA-0307-2020-0003-0002

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0307-2020-0003

## Records Schedule Items

Sequence Number				
1	<b>NSF Formal Directives, Procedural Insurances, and Operating Manuals Relating to Program Functions</b>			
1.1	<b>Formal Directives, Procedural Issuances, and Operating Manuals Relating to Program Functions</b>			
	Disposition Authority Number      DAA-0307-2020-0003-0001			
	Formal directives distributed as bulletins, circulars, staff memoranda or manuals announcing major changes in the agency's policies and procedures relating to NSF program functions. These are issued by authority of NSF's head. Exclusion: Records are not those relating to routine housekeeping and administrative functions such as payroll, procurement, facilities, equipment and human capital. (GRS 5.7, item 030 cover these separately).			
	Final Disposition      Permanent			
	Item Status      Withdrawn			
	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?      Yes			
	GRS or Superseded Authority Citation      NC1-307-82-1 / 45 A NC1-307-82-1 / 45 B			
	<b>Disposition Instruction</b>			
	Transfer to the National Archives for Accessioning      Transfer to the National Archives 15 years after superseded, canceled, or obsolete.			
	<b>Additional Information</b>			
	What will be the date span of the initial transfer of records to the National Archives?      From 2019 To 2020			
	How frequently will your agency transfer these records to the National Archives?      Every 1 Years			
	<table><tr><td></td><td>Estimated Current Volume</td><td>Annual Accumulation</td></tr></table>		Estimated Current Volume	Annual Accumulation
	Estimated Current Volume	Annual Accumulation		

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0307-2020-0003

Electronic/Digital	5 MB	5 MB
Paper		
Microform		
Hardcopy or Analog Special Media		

1.2

## Organization Planning Files

Disposition Authority Number DAA-0307-2020-0003-0002

Electronic documents on the establishment of and changes in organizational functions and relationships of activities when such action affects NSF. Included are electronic documents on overall functions and missions, organizations and functions plans, organization charts; functional statements; electronic copies of published directives implementing establishment or change; related or similar electronic documents; electronic copy of the historical NSF the National Science Foundation Act of 1950, as amended (42 U.S.C. 1861-75, our "Organic Act" or the "NSF Act") and other statutes, such as the Science and Engineering Equal Opportunities Act and various permanent ("codified") sections of legislation authorizing and making appropriations to the Foundation.

Final Disposition Permanent

Item Status Withdrawn

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? Yes

GRS or Superseded Authority Citation  
NC1-307-82-1 / 50 A  
NC1-307-82-1 / 50 B  
NC1-307-82-1 / 50 C

## Disposition Instruction

Cutoff Instruction Cut off annually except that plans, and charts or portions thereof shall not be cut off until superseded or rescinded.

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0307-2020-0003

Transfer to the National Archives  
for Accessioning

Transfer to the National Archives 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 2019 To 2020

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

Every 1 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	1 MB	MB
Paper		
Microform		
Hardcopy or Analog Special Media		

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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 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
01/23/2020	Certify	Kris McFail	Head, Records and Information Management	Office of Information and Resource Management - Division of Administrative Services
01/30/2020	Return for Revision	Lauren VanZandt	Archivist Specialist	National Archives and Records Administration - ACR3, Appraisal Team 3
02/06/2020	Submit For Certification	Kris McFail	Head, Records and Information Management	Office of Information and Resource Management - Division of Administrative Services
02/06/2020	Certify	Kris McFail	Head, Records and Information Management	Office of Information and Resource Management - Division of Administrative Services
03/02/2020	Return for Revision	Lauren VanZandt	Archivist Specialist	National Archives and Records Administration - ACR3, Appraisal Team 3
12/09/2020	Return Without Action	Lauren VanZandt	Archivist Specialist	National Archives and Records Administration - ACR3, Appraisal Team 3

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