

## Request for Records Disposition Authority

Records Schedule Number DAA-0478-2017-0008  
Schedule Status Approved  
Agency or Establishment Office of Personnel Management  
Record Group / Scheduling Group Records of the Office of Personnel Management  
Records Schedule applies to Agency-wide  
Schedule Subject Voting Rights Program  
Internal agency concurrences will be provided No

### Background Information

Once approved by the Archivist of the United States, this schedule will provide disposition authority for records created and maintained by the Voting Rights Program, managed by the U.S. Office of Personnel Management (OPM).

The Voting Rights Act of 1965, as amended, gives the U.S. Attorney General the responsibility for enforcing the rights guaranteed to citizens under the 14th and 15th Amendments to the U.S. Constitution. This includes ensuring that states and political subdivisions are prevented from employing any voting qualifications, prerequisites, standards, practices, and procedures that deny or abridge a U.S. citizen's right to vote on account of race, color, or membership in a language minority group. The Act defines language minorities as persons who are American Indian, Asian American, Alaskan Natives, or of Spanish heritage.

The Act also authorizes OPM to provide observers to certain political subdivisions (counties) and other political units as determined by the Attorney General. In such subdivisions, observers may enter any place where an election is being held to monitor (1) whether persons who are entitled to vote are being permitted to vote, and (2) whether votes cast are being properly tabulated. The observers then prepare reports that are submitted to the Civil Rights Division of the U.S. Department of Justice (DOJ), which enforces the Voting Rights Act. Voting Rights observations are held for elections throughout the year. More information about federal observers and how to request monitoring of an election by DOJ can be found on the website of DOJ's Civil Rights Division.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
4	0	4	0

GAO Approval

## Outline of Records Schedule Items for DAA-0478-2017-0008

Sequence Number	
1	Voting Rights Program Files Disposition Authority Number: DAA-0478-2017-0008-0001
2	Voting Rights Election Files Disposition Authority Number: DAA-0478-2017-0008-0002
3	Voting Rights Observers' Reports Disposition Authority Number: DAA-0478-2017-0008-0003
4	Voting Rights Training and Communications Files Disposition Authority Number: DAA-0478-2017-0008-0004

## Records Schedule Items

Sequence Number	
1	<p data-bbox="370 431 748 459"><b>Voting Rights Program Files</b></p> <p data-bbox="370 480 1133 508">Disposition Authority Number      DAA-0478-2017-0008-0001</p> <p data-bbox="370 534 1445 710">These files contain the records relating to the activities of the Voting Rights Act Program in directing and carrying out the policies, program functions, and responsibilities of the office. These records include, but are not limited to, plans and strategic plans; policies, guidance, and procedures; meeting materials; program reviews and customer satisfaction surveys; and other related materials.</p> <p data-bbox="370 732 911 759">Final Disposition                      Temporary</p> <p data-bbox="370 780 849 808">Item Status                              Active</p> <p data-bbox="370 829 821 857">Is this item media neutral?        Yes</p> <p data-bbox="370 878 821 1006">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      Yes</p> <p data-bbox="370 1027 821 1112">Do any of the records covered by this item exist as structured electronic data?                      Yes</p> <p data-bbox="370 1151 667 1178"><b>Disposition Instruction</b></p> <p data-bbox="370 1200 1271 1227">Cutoff Instruction                      Cut off when superseded or obsolete.</p> <p data-bbox="370 1249 1401 1319">Retention Period                        Destroy 10 years after cutoff or when no longer needed for business, whichever is later.</p> <p data-bbox="370 1357 667 1385"><b>Additional Information</b></p> <p data-bbox="370 1406 946 1434">GAO Approval                            Not Required</p>
2	<p data-bbox="370 1474 743 1502"><b>Voting Rights Election Files</b></p> <p data-bbox="370 1523 1141 1551">Disposition Authority Number      DAA-0478-2017-0008-0002</p> <p data-bbox="370 1576 1458 1753">These files document the activities of Voting Rights Program personnel in deploying or acting as observers during an election cycle. These records include, but are not limited to, team lists, lists of sites, and master travel schedules; forms for the transfer of custody of Observers' Reports to the Department of Justice; Captains' Reports; statistical reports; and related documentation.</p> <p data-bbox="370 1774 911 1802">Final Disposition                      Temporary</p> <p data-bbox="370 1823 849 1851">Item Status                              Active</p> <p data-bbox="370 1872 821 1900">Is this item media neutral?        Yes</p>

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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	NC1-146-77-01, legal, item 4c
<b>Disposition Instruction</b>	
Cutoff Instruction	Cut off upon completion of all election cycle activities
Retention Period	Destroy six months after cutoff or when no longer needed for business, whichever is later.
<b>Additional Information</b>	
GAO Approval	Not Required
<b>Voting Rights Observers' Reports</b>	
Disposition Authority Number	DAA-0478-2017-0008-0003
These records consist of reports compiled by election observers, the custody of which is transferred to the Department of Justice upon completion of all observation-related activities.	
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?	Yes
GRS or Superseded Authority Citation	NC1-146-77-01, legal, item 4d
<b>Disposition Instruction</b>	
Cutoff Instruction	Cut off upon transfer to the Department of Justice
Retention Period	Destroy upon confirmation of acceptance of final reports by the Department of Justice.
<b>Additional Information</b>	

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GAO Approval Not Required

**Voting Rights Training and Communications Files**

Disposition Authority Number DAA-0478-2017-0008-0004

These files contain records relating to the training and communications activities of the Voting Rights Act Program. These records include, but are not limited to, materials for training observers and rosters; promotional or explanatory materials; and other related materials.

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? Yes

**Disposition Instruction**

Cutoff Instruction Cut off when superseded or obsolete.

Retention Period Destroy three years after cutoff or when no longer needed for business, whichever is later.

**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
05/31/2017	Certify	Bethany Letalien	Management Analyst	Office of the Chief Information Officer - Information Management Division
01/08/2018	Submit for Concurrence	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
01/19/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
01/19/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
01/23/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist