

Request for Records Disposition Authority

Records Schedule Number DAA-0536-2013-0001
Schedule Status Approved

Agency or Establishment Advisory Council on Historic Preservation
Record Group / Scheduling Group Records of the Advisory Council on Historic Preservation
Records Schedule applies to Agency-wide
Schedule Subject Preserve America Presidential Awards files
Internal agency concurrences will be provided No

Background Information Files include final background information about the awards program, successful nominations, and results from staff/jury reviews and screenings for successful applicants; official correspondence; White House transmittal materials, White House event components, including correspondence, planning materials, images, press releases, and write ups; winner brochures, images, program transitions, and award criteria revisions. Materials may be protected from access under the Privacy Act.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	1	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0536-2013-0001

Sequence Number	
1	Background files, successful nominations, and related materials Disposition Authority Number: DAA-0536-2013-0001-0001
2	Non-winning nominations, related deliberation materials, and administrative files Disposition Authority Number: DAA-0536-2013-0001-0002

Records Schedule Items

Sequence Number	
1	<p data-bbox="342 380 1247 411">Background files, successful nominations, and related materials</p> <p data-bbox="342 432 1154 464">Disposition Authority Number DAA-0536-2013-0001-0001</p> <p data-bbox="342 485 1518 705">Files include final background information about the awards program, successful nominations, and results from staff/jury reviews and screenings for successful applicants; official correspondence; White House transmittal materials, White House event components, including correspondence, planning materials, images, press releases, and write ups; winner brochures, images, program transitions, and award criteria revisions.</p> <p data-bbox="342 726 922 758">Final Disposition Permanent</p> <p data-bbox="342 779 850 810">Item Status Active</p> <p data-bbox="342 831 821 863">Is this item media neutral? Yes</p> <p data-bbox="342 884 821 1020">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="342 1041 805 1125">Do any of the records covered by this item exist as structured electronic data? No</p> <p data-bbox="342 1167 659 1199">Disposition Instruction</p> <p data-bbox="342 1220 1377 1251">Cutoff Instruction Cut off after each annual award cycle ends.</p> <p data-bbox="342 1272 1518 1503">Transfer to the National Archives for Accessioning Transfer textual materials in five year blocks to NARA when the latest record in the block is fifteen years old, or when no longer needed for reference, whichever is longer. Transfer electronic records to NARA five years in five year blocks when the earliest record in the block is five years old.</p> <p data-bbox="342 1545 659 1577">Additional Information</p> <p data-bbox="342 1598 837 1629">First year of records accumulation 2003</p> <p data-bbox="342 1650 1045 1745">What will be the date span of the initial transfer of records to the National Archives? From 2003 To 2008</p> <p data-bbox="342 1766 967 1860">How frequently will your agency transfer these records to the National Archives? Every 5 Years</p>

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	12 Cubic feet	2.4 Cubic feet
Microform		
Hardcopy or Analog Special Media		

2

Non-winning nominations, related deliberation materials, and administrative files

Disposition Authority Number **DAA-0536-2013-0001-0002**

Files relate to non-winning nominations and related deliberation materials, such as staff and jury review sheets. Materials also include administrative files, such as draft materials, calls for nominations, marketing materials, nomination processing, and unofficial correspondence.

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? **No**

Disposition Instruction

Cutoff Instruction **Cut off after each annual award cycle ends.**

Retention Period **Destroy 4 year(s) after cut off or when no longer needed for reference occurs, 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
06/05/2013	Certify	Kelly Fanizzo	Program Analyst / Attorney Advisor	ACHP - OFAP
08/06/2013	Submit for Concurrence	Henry Wolfinger	Appraiser	National Archives and Records Administration - Records Management Services
08/07/2013	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
08/07/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
08/11/2013	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist