

Request for Records Disposition Authority

Records Schedule Number **DAA-0588-2013-0001**
 Schedule Status **Approved**

Agency or Establishment **Architectural and Transportation Barriers Compliance Board**
 Record Group / Scheduling Group **Records of the Architectural and Transportation Barriers Compliance Board**

Records Schedule applies to **Agency-wide**
 Schedule Subject **Audiovisual Records**

Internal agency concurrences will be provided **No**

Background Information **This schedule covers audiovisual and related records created by the Access Board, as well as, those acquired during the course of business. Audiovisual records include still photography, video records and related documentation**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
5	3	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0588-2013-0001

Sequence Number	
1	Still Historical Photographs (Digital Photographs) Disposition Authority Number DAA-0588-2013-0001-0001
2	Still Historical Photographs (Analog Photographs) Disposition Authority Number DAA-0588-2013-0001-0002
3	Still Routine Photographs (Digital and Analog) Disposition Authority Number DAA-0588-2013-0001-0003
4	Video Recordings (Historical) Disposition Authority Number DAA-0588-2013-0001-0004
5	Video Recordings (Routine) Disposition Authority Number DAA-0588-2013-0001-0005

Records Schedule Items

Sequence Number	
1	<p>Still Historical Photographs (Digital Photographs)</p> <p>Disposition Authority Number DAA-0588-2013-0001-0001</p> <p>Still photographs documenting historically significant activities related to the mission of the Access Board. The item covers negatives, black and white prints, color prints, contact sheets, negatives, and digital images, with any accompanying system documentation and any electronic finding aid for digital images.</p> <p>Final Disposition Permanent</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>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>Do any of the records covered by this item exist as structured electronic data? No</p> <p>Disposition Instruction</p> <p>If this item has multiple sections, indicate here records to which this section apply Digital Photographs</p> <p>Cutoff Instruction Cut off files annually</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives 3 year(s) after cutoff</p> <p>Additional Information</p> <p>What will be the date span of the initial transfer of records to the National Archives? From 1977 To 1993</p> <p>How frequently will your agency transfer these records to the National Archives? Every 1 Years</p>
2	<p>Still Historical Photographs (Analog Photographs)</p> <p>Disposition Authority Number DAA-0588-2013-0001-0002</p>

Still photographs documenting historically significant activities related to the mission of the Access Board The item covers negatives, black and white prints, color prints, contact sheets, negatives, and digital images, with any accompanying system documentation and any electronic finding aid for digital images

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **No**

Explanation of limitation **These records are no longer created in this format**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Disposition Instruction

Transfer to the National Archives for Accessioning **Transfer to the National Archives immediately after approval of this schedule**

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 1977 To 1993**

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

3

Still Routine Photographs (Digital and Analog)

Disposition Authority Number **DAA-0588-2013-0001-0003**

Digital and analog still photographs documenting routine award ceremonies, social events, and other activities in all formats

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? **No**

GRS or Superseded Authority Citation **N1-GRS-98-2, Item 32**

Disposition Instruction

4	Cutoff Instruction	Cut off files annually
	Retention Period	Destroy/delete 7 years after cutoff, or when no longer needed for internal use, whichever occurs first
	Additional Information	
	GAO Approval	Not Required
	Video Recordings (Historical)	
	Disposition Authority Number	DAA-0588-2013-0001-0004
	Video recordings documenting historically significant activities related to the mission of the Access Board. These include video documentation of significant moments in the Access Board's history and/or noteworthy Access Board accomplishments. The videos may be accompanied by written documentation and descriptive information about the related audiovisual records, including title/subject, name and date	
	Final Disposition	Permanent
	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?	No
	Disposition Instruction	
Cutoff Instruction	Cutoff files annually.	
Transfer to the National Archives for Accessioning	Transfer master recording and related documentation to the National Archives 7 years after cutoff	
Additional Information		
What will be the date span of the initial transfer of records to the National Archives?	Unknown These video recordings go back to the early 1970s and are still created todate	
How frequently will your agency transfer these records to the National Archives?	Every 1 Years	
5	Video Recordings (Routine)	
	Disposition Authority Number	DAA-0588-2013-0001-0005
	Routine video recordings and related documentation - These records contain moving images that were made to assist the Access Board to perform routine	

business functions or to commemorate routine occasions Typical examples of moving images include, but are not limited to routine meetings and award presentations, training and informational sessions, and retirement ceremonies

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? No

GRS or Superseded Authority Citation N1-GRS-91-9, Item IV-1, N1-GRS-81-9, Item IV-4, N1-GRS-98-2, Item 41

Disposition Instruction

Cutoff Instruction Cut off annually

Retention Period Destroy/delete 7 years after cutoff, or when no longer needed for internal use, whichever occurs first

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
05/07/2013	Certify	Susan Little	Records Officer	Division of Administration - Records Office
09/11/2013	Submit for Concurrency	Henry Wolfinger	Appraiser	National Archives and Records Administration - Records Management Services
09/16/2013	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
09/16/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
09/18/2013	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist