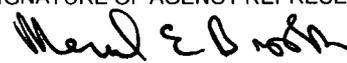


|   |   |   |   |
|---|---|---|---|
| <b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>  |   | JOB NUMBER<br><i>NI-588-11-1</i>  |   |
| To NATIONAL ARCHIVES & RECORDS ADMINISTRATION<br>8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001   |   | Date received<br><i>6/2/11</i>  |   |
| 1 FROM (Agency or establishment)<br><br><b>Access Board</b>   |   | <b>NOTIFICATION TO AGENCY</b>   |   |
| 2 MAJOR SUBDIVISION   |   | In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 |   |
| 3 MINOR SUBDIVISION   |   |   |   |
| 4 NAME OF PERSON WITH WHOM TO CONFER<br><b>Meriel Brooks</b>  | 5 TELEPHONE<br><b>202-272-0002</b>  | DATE<br><i>8/2/11</i>   | ARCHIVIST OF THE UNITED STATES<br> |
| 6 AGENCY CERTIFICATION<br>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 <u>7</u> page(s) are not needed now for the business for 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,<br><br><input type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested |   |   |   |
| DATE<br><i>6-1-11</i>   | SIGNATURE OF AGENCY REPRESENTATIVE<br>   |   | TITLE<br><i>Administrative Specialist</i>   |
| 7 ITEM NO   | 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION  | 9 GRS OR SUPERSEDED JOB CITATION  | 10 ACTION TAKEN (NARA USE ONLY)   |
|   | <b>Access Board Records</b><br><br>Records of the Access Board that support the agency's functions under the Rehabilitation Act of 1973, as amended, the Americans with Disabilities Act (ADA) of 1990 and the Architectural Barriers Act (ABA) of 1968<br><br>(SEE ATTACHED) |   |   |

**Access Board Records**  
**07-26-2011**

1 Program Management Files

Records of the Chairman, Executive Director, General Counsel, Deputy General Counsel and their program staff while in an official capacity of the Access Board that provide unique and substantive documentation of functions, policies, procedures, decisions, and program operations. This series includes but is not limited to incoming and outgoing correspondence from the White House, Congress, Federal, state and local governments, and records documenting significant activities of the senior managers of the Access Board staff. It also covers formal calendars and schedules of daily activities containing substantive information relating to official activities, the substance of which has not been incorporated into official files, and chronological files of the Chairman, Executive Director, and General Counsel.

PERMANENT. Cut off paper files at the end of the calendar year. Bring active files forward. Transfer inactive files to WNRC 5 years after cutoff. Offer to NARA 10 years after cutoff. Transfer a copy of electronic records to the National Archives every 5 years, with any related documentation and external finding aids, as specified in 36 CFR 1235.44 or standards applicable at the time.

2 Routine Program and Administrative Files

Records of the Chairman, Executive Director, General Counsel, Deputy General Counsel and their program staff that do not document unique and substantive information. This series includes, but is not limited to handwritten meeting notes taken for the individual's convenience, background documentation relating to budgets, preliminary drafts which reflect only stylistic changes, background material to prepare reports and other analysis, routine technical assistance, speeches or comments given at awards ceremonies and internal administrative functions, and records documenting housekeeping and facilitative activities of the senior managers of the Access Board staff.

TEMPORARY. Cut off files at the end of the calendar year. Destroy/delete 5 years after cutoff.

3 Official Board Records

Records forwarded to the Board for review and approval including but not limited to agenda books, minutes, transcripts of meetings, monthly reports and annual reports. Files are arranged in chronological order.

PERMANENT. Cut off paper files at the end of the calendar year. Bring active files forward. Transfer inactive files to WNRC 5 years after cutoff. Offer to NARA 10 years after cutoff. Transfer a copy of electronic records to the National Archives every 5 years, with any related documentation and external finding aids, as specified in 36 CFR 1235.44 or standards applicable at the time. Supersedes N1-220-87-4, Item 1a(1).

#### 4 Rulemaking

Records that document the step by step process used in developing accessibility requirements. Files are arranged by subject matter, documents within files are arranged in chronological order.

- a Significant records documenting the unique role of the Access Board in the rulemaking process. This includes but is not limited to Regulatory Assessments, Advance Notices of Proposed Rulemaking, Notices of Proposed Rule Making, Transcripts of Hearings, Public Comments, Analyses of Public Comments, Regulatory Flexibility Act Analyses, and significant supporting documents such as OMB and SBA Office of Advocacy Review, Staff Analyses and Board Briefings.

PERMANENT. Cut off paper files when final rule is issued. Transfer to WNRC 5 years after cutoff. Offer to NARA 10 years after cutoff. Transfer a copy of electronic records to the National Archives every 5 years, with any related documentation and external finding aids, as specified in 36 CFR 1235.44 or standards applicable at the time.

- b General background materials and routine supporting documents and physical samples.

TEMPORARY. Cut off files when final rule is issued. Destroy/delete 7 years after cutoff.

#### 5 World Wide Web Records

These files consist of the Access Board world-wide web site content and all related web management and operations records, such as software used to maintain the site, the content on the site, site management documentation, and backend systems. Web content records for which the website is the repository of the official record are covered by the applicable records schedules for the functions they support.

- a Web management and operations records.

TEMPORARY. Destroy when 5 years old or when related web content records are deleted, whichever is later.

- b Web content, including copies of publications, issuances, notices and other documents for which the Access Board website is not the repository of the official record.

TEMPORARY. Destroy when 5 years old or when superseded, obsolete, or no longer needed for the conduct of agency business, whichever is later.

6 Access Board Committee(s)

Committee records including ad-hoc committees established by the Access Board for facilitative or operational purposes. Documentation includes but is not limited to agendas, minutes, final reports, and related records documenting accomplishments of official boards and committees.

PERMANENT. Cut off paper files at the end of the calendar year. Transfer to WNRC 5 years after cutoff. Offer to NARA 10 years after cutoff. Transfer a copy of electronic records to the National Archives every 5 years, with any related documentation and external finding aids, as specified in 36 CFR 1235.44 or standards applicable at the time.

7 Training Records

- a. Record copy of one representative basic core training module, consisting of the syllabus and course materials, for Access Board training. One copy should be preserved either in a generic format or as a sample of the tailored course each time the training materials are significantly changed or revised.

PERMANENT. Cut off paper files at the end of the fiscal year in which the training is given. Transfer to WNRC 5 years after cutoff. Offer to NARA 10 years after cutoff. Transfer a copy of electronic records to the National Archives every 5 years, with any related documentation and external finding aids, as specified in 36 CFR 1235.44 or standards applicable at the time.

- b. All other training materials.

TEMPORARY – SEE GRS 1, Item 29

8 Compliance and Complaints

Records related to complaints received concerning lack of accessibility in buildings and facilities covered under the Architectural Barriers Act of 1968 (P.L. 90-480). This series includes, but is not limited to, materials pertinent to investigation and resolution of such complaints including but not limited to incoming complaint, preliminary analysis, investigations, determination, jurisdiction, violations, and appropriate action, including any corrective action plans.

TEMPORARY. Cut off files at the end of the fiscal year in which the case is closed. Transfer to WNRC 5 years after cutoff. Destroy/delete 10 years after cutoff.

Supersedes N1-220-87-4, Item 4

9 Reserved for Access Board Database Records

10 Requests for Routine and General Information

Requests for routine and general information related to the Access Board including requests referred from the offices of the White House, Congress, and government agencies or received directly from persons requesting general information or publications, copies of replies which require no administrative action, no policy decision, and no special compilation or research for reply relating to technical assistance

TEMPORARY Cut off files at the end of the calendar year Destroy/delete 2 year after cutoff

Supersedes N1-220-87-4, Item 5

Note This item does not cover correspondence with the White House, Congress and other government agencies that require substantive responses These responses are located in the permanent program management files

11 Organization and Planning

Records related to the establishment, the organization, and the administrative history of the Access Board

- a Delegations of Authority for the Chairman and Executive Director, Final Record Copy of Approved Strategic Plans, records documenting the original establishment of the Access Board, organization charts, and final reports or formal studies relating to the organization, re-organization, strategic direction, or performance of the Access Board

PERMANENT Cut off paper files at the end of the calendar year Transfer to NARA 5 years after cutoff Transfer a copy of electronic records to the National Archives every 5 years, with any related documentation and external finding aids, as specified in 36 CFR 1235.44 or standards applicable at the time

- b All other records relating to organization and planning, including but not limited to background materials on formulation and approval of strategic plans, re-organizational studies, strategies, direction and resources, This series includes delegations of authority for officials other than the Chairman and Executive Director

TEMPORARY Cut off files at the end of the calendar year Destroy/delete 5 years after cutoff

12 Governmental and Public Relations

Records created to inform the government and the public concerning the Access Board and its mission

- a Master set of press releases, Record copy of each Access Board newsletter regarding topics related to Access Board activities and objectives arranged in chronological order, Record copy of each publication issued by the Access Board that relates to the official activities, programs, projects and matters of the Access Board, and a Master set of speeches and presentations prepared for delivery while representing the Agency at Access Board-sponsored meetings, and government, civic and professional conferences and meetings

PERMANENT Cut off paper files at the end of the calendar year Transfer to NARA 5 years after cutoff Transfer a copy of electronic records to the National Archives every 5 years, with any related documentation and external finding aids, as specified in 36 CFR 1235.44 or standards applicable at the time

- b All other governmental and public relations materials, including but not limited to background papers, talking points, briefings, briefing books, news clippings, biographical information on Access Board officials, documents on program activities, reports on program and policy developments, fact sheets and other records used in formulating news or press releases, brochures and conference and symposium materials relating to programs

TEMPORARY Cut off files at the end of the calendar year Destroy/delete 5 years after cutoff

13 Policies and Directives

Records related to the development and establishment of the Access Board's directives and administrative issuances, as well as guidance documenting internal standard operating procedures, handbooks and manuals

- a Directives (Record Set)

PERMANENT Cut off paper files at the end of the calendar year after the directive is obsolete or canceled Transfer to NARA 1 year after cutoff Transfer a copy of electronic records to the National Archives every 5 years, with any related documentation and external finding aids, as specified in 36 CFR 1235.44 or standards applicable at the time

- b Directives (Background Material)

TEMPORARY Cut off files at the end of the calendar year Destroy/delete 5 years after cutoff

14 Reserved for Audiovisual Records

15 Budget Records

- a Annual budget submissions to the Office of Management and Budget and to the Congress, transcripts of testimony, reports, memorandums, exhibits, and briefing materials explaining budget requests in hearings before Congressional committees, and formal budget estimates and justifications

PERMANENT Cut off paper files at the end of the target budget year Transfer to NARA 5 years after cutoff Transfer a copy of electronic records to the National Archives every 5 years, with any related documentation and external finding aids, as specified in 36 CFR 1235.44 or standards applicable at the time

- b All other budget materials

TEMPORARY – SEE GRS 5

NOTE This schedule does not include

Temporary administrative records covered by the General Records Schedule including those administrative records that are maintained by outside agencies (service providers) Service providers are responsible for carrying the proper disposition of the records for which it performs administrative services for the Access Board

Non-Record material typically includes information only copies of correspondence, directives, forms and other documents on which no administrative action is recorded or taken, routing slips and transmittal sheets adding no information to that contained in the transmitted material, duplicate copies of documents maintained in the same file, extra copies of reports, briefing books, or other publications, Federal websites and other publicly available information used to conduct research, catalogs, trade journals, and other publications that are received from Government agencies, commercial firms, or private institutions and that require no action These non-records should be destroyed immediately when no longer needed for conducting business

Personal papers or files related solely to an individual's private affairs, which may include journals, personal correspondence and other materials not prepared or used for transacting Government business Examples include personal invitations having no relationship to official duties, greeting cards received such as Christmas, birthday, get well or other notes of a personal nature which were not used to conduct official business, and thank you notes from an official which do not address an official function Materials determined to be personal must be filed separately from business material