

Request for Records Disposition Authority

Records Schedule Number DAA-0591-2013-0001
Schedule Status Approved

Agency or Establishment Denali Commission
Record Group / Scheduling Group Records of the Denali Commission
Records Schedule applies to Agency-wide
Schedule Subject Comprehensive schedule of the Denali Commission
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
8	7	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0591-2013-0001

Sequence Number	
1	Policy Files Disposition Authority Number: DAA-0591-2013-0001-0001
2	Meeting Files Disposition Authority Number: DAA-0591-2013-0001-0002
3	Correspondence Files Disposition Authority Number: DAA-0591-2013-0001-0003
4	Publications Disposition Authority Number: DAA-0591-2013-0001-0004
5	Public Relations Files Disposition Authority Number: DAA-0591-2013-0001-0005
6	Memorandum of Understanding/Agreement Files Disposition Authority Number: DAA-0591-2013-0001-0006
7	Grant Case Files
7.1	Historical Grant Case Files Disposition Authority Number: DAA-0591-2013-0001-0009
8	Project Database Systems Disposition Authority Number: DAA-0591-2013-0001-0010

Records Schedule Items

Sequence Number	
1	<p>Policy Files</p> <p>Disposition Authority Number DAA-0591-2013-0001-0001</p> <p>Record copies of the Denali Commission's (Commission) charter, organization charts, policies, rules, Director's orders, directives, instructions, manuals, handbooks, and other substantive documents governing the Commission's existence and activities.</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? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off when superseded or obsolete</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives in 5 year blocks 15 year(s) after latest cutoff</p> <p>Additional Information</p> <p>What will be the date span of the initial transfer of records to the National Archives? From 1999 To 2003</p> <p>How frequently will your agency transfer these records to the National Archives? Every 5 Years</p>
2	<p>Meeting Files</p> <p>Disposition Authority Number DAA-0591-2013-0001-0002</p> <p>Agendas, briefing books, minutes, testimony, and transcripts of meetings and hearings held by the Commission and by Steering and Advisory Committees, as well as audiotapes and/or videotapes of meetings and hearing that were not fully transcribed.</p> <p>Final Disposition Permanent</p> <p>Item Status Active</p>

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	Cut off annually
Transfer to the National Archives for Accessioning	Transfer to the National Archives in 5 year blocks 15 year(s) after latest cut off
Additional Information	
What will be the date span of the initial transfer of records to the National Archives?	From 1999 To 2003
How frequently will your agency transfer these records to the National Archives?	Every 5 Years
Correspondence Files	
Disposition Authority Number	DAA-0591-2013-0001-0003
Correspondence, subject, and other files maintained by or for key Commission staff, such as the Commission's Federal Co-Chair, and Steering and Advisory Committee Chairs.	
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	Cut off annually
Transfer to the National Archives for Accessioning	Transfer to the National Archives in 5 year blocks 15 year(s) after latest cut off
Additional Information	
What will be the date span of the initial transfer of records to the National Archives?	From 1999 To 2003

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How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

Publications

Disposition Authority Number **DAA-0591-2013-0001-0004**

Reports, including annual and narrative reports, Agency Financial Reports (AFR) and Annual Performance Reports (APR), studies, and other publications produced by or for the Commission and made available internally and/or to the public. Publications are created to contribute to an understanding of the organization, functions, policies, procedures, and results of the Commission. Annual and narrative reports document historically significant events, milestones, accomplishments, failures, etc.

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 **Cut off annually**

Transfer to the National Archives for Accessioning **Transfer to the National Archives in 5 year blocks 15 year(s) after latest cut off**

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 1999 To 2003**

How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

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Public Relations Files

Disposition Authority Number **DAA-0591-2013-0001-0005**

Record copies of press releases; speeches made by the Federal Co-Chair at Commission events, press conferences, and other public occasions; news articles about or related to the Commission and its work; and other materials produced

and distributed by the Commission to fulfill outreach, communication, and public relations objectives.

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

If this item has multiple sections, indicate here records to which this section apply Non-electronic Textual Records

Cutoff Instruction Cut off annually

Transfer to the National Archives for Accessioning Transfer to the National Archives in 5 year blocks 15 year(s) after latest cut off

Additional Information

What will be the date span of the initial transfer of records to the National Archives? From 1999 To 2003

How frequently will your agency transfer these records to the National Archives? Every 5 Years

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Memorandum of Understanding/Agreement Files

Disposition Authority Number DAA-0591-2013-0001-0006

Letters of agreement and all other documents with a similar purpose, amendments thereto, and associated substantive materials, negotiated with other Federal agencies, state agencies, or private organizations.

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	Cut off when superseded or obsolete
	Transfer to the National Archives for Accessioning	Transfer to the National Archives in 5 year blocks 15 year(s) after latest cutoff
	Additional Information	
	What will be the date span of the initial transfer of records to the National Archives?	From 1999 To 2003
	How frequently will your agency transfer these records to the National Archives?	Every 5 Years
7	<p>Grant Case Files Case files containing information on grants made to cities, villages, and other entities for the Commission's stated mission of providing critical utilities, infrastructure, and economic support throughout the State of Alaska. Grant case files are administered by the Commission as part of its responsibilities under the Denali Commission Act of 1998. Grant case files are maintained by the Commission to track, evaluate, and report on award and project activities, progress, and status.</p>	
7.1	<p>Historical Grant Case Files</p> <p>Disposition Authority Number DAA-0591-2013-0001-0009</p> <p>Grant case files selected annually by the project director as permanent because the grant established a precedent for changing policy, received extensive media coverage, was reviewed at length in the Commission's annual report, and/or was the subject of extensive litigation.</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? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off when grant is closed and all activity on grant is completed</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after cutoff</p> <p>Additional Information</p>	

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What will be the date span of the initial transfer of records to the National Archives? From 1999 To 2003

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

Project Database Systems

Disposition Authority Number DAA-0591-2013-0001-0010

Project database systems containing information on grant awards and projects administered by the Commission as part of its responsibilities under the Denali Commission Act of 1998. The systems are maintained by the Commission to track, evaluate, and report on award and project activities, progress, and status. The systems may contain data on award number, project number, theme, performance period, milestones, status, contacts, scope of work, resolution, and reports such as progress, audit, and close-out. They may also contain financial information such as obligations, drawdown, variances, funding sources, and expenditures. Data files used to support, track, manage, and report on grant awards and projects administered by the Commission. The systems are used as grant administration and reporting tools and are not used to initiate financial transactions. The systems are web-based. User groups include Commission managers and staff, the Commissioners, funding recipients and project partners, and the public.

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

Retention Period Destroy 10 year(s) after completion or termination of grant, or when when agency determines they are no longer needed for administrative, legal, audit, or other operational purposes 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
08/28/2013	Certify	Corrine Eilo	Chief Financial Officer	Denali Commission - Denali Commission
09/14/2015	Submit for Concurrence	Susan Means	Senior Records Analyst	National Archives and Records Administration - Records Management Services
10/01/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/02/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
10/05/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist