

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0174-2024-0002

Status: APPROVED  
Date Approved: 04/22/2026

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## General Information

Agency or Establishment	Department of Labor
Record/Scheduling Group	0174 - General Records of the Department of Labor
Records Schedule Applies To	Agency Subdivision
Major Subdivision	Office of the Assistant Secretary for Administration and Management
Minor Subdivision	Office of the Chief Information Officer/Division for Publication and Web Content
Schedule Subject	Records relating to Benefits.gov
Additional Schedule Information	Benefits.gov was a website administered by DOL created in 2002 as part of the E-Government Act to make government information accessible to the public. The website provided information on government benefits and to help users to find eligible programs, and was a cross-governmental collaboration between multiple Federal agencies. Prior to Benefits.gov, citizens looking for government benefit information had to search through a complicated maze of web pages. There was no easy-to-use, single source of benefit information to help citizens understand which benefit programs they may be eligible for, or how to apply. Operated, managed, and supported by a Federal agency Partnership, Benefits.gov provided an innovative, technology-based solution to benefit information delivery.
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	No - the records covered by this schedule do not implicate Tribal interests

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## Item Count

Total number of disposition items: 4  
Number of Temporary disposition items: 4  
Number of Permanent disposition items: 0  
Number of Items with Disposition Not Approved: 0  
Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0174-2024-0002

<b>Item #</b>	<b>Title</b>	<b>Disposition</b>
0001	Benefits.gov Reports and Program Planning	Temporary
0002	Marketing and Outreach Plans and Materials	Temporary
0003	Federal Agency Partners Reports and Materials	Temporary
0004	Change Control Board Materials	Temporary

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Records Schedule Items

<b>DAA-0174-2024-0002-0001</b>		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Benefits.gov Reports and Program Planning	
Item Description	Records include annual reports and strategic planning for the Benefits.gov program, impact report examining marketing and outreach activities, email marketing activities from GovDelivery system, monthly metrics reports, and 20th anniversary planning materials.	
Is this item media neutral?	No	
Media limitation	Digital only	
Is this item a Big Bucket?	No	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Temporary	
Cutoff Instructions	Cut off at end of Calendar year.	
Retention Period	Destroy 5 year(s) after cutoff	
<b>ADDITIONAL INFORMATION</b>		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

<b>DAA-0174-2024-0002-0002</b>		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Marketing and Outreach Plans and Materials	
Item Description	Includes marketing and outreach plans, defining activities planned to increase public awareness of Benefits.gov each fiscal year, outreach plans including state outreach plans to build state partnerships, marketing design materials for the website including logos, and videos designed to communicate the Benefits.gov program.	
Is this item media neutral?	No	
Media limitation	Digital only	
Is this item a Big Bucket?	No	

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<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	Cut off at end of Calendar year.
Retention Period	Destroy 5 year(s) after cutoff
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0174-2024-0002-0003	STATUS: Active
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Federal Agency Partners Reports and Materials
Item Description	Includes Federal Agency Partner Reports, sent to each federal agency partner monthly and highlighted traffic each agency received from citizens on Benefits.gov, their top viewed benefits, and included metrics of the overall site. Also includes stakeholder relations records that contains internal and external communication and marketing materials, and includes materials developed for annual meetings of the partnership, strategic plans, and reports. Federal agency partner roadshow materials which includes program and agency performance metrics, proposed fiscal year strategic plan activities, and proposed budget.
Is this item media neutral?	No
Media limitation	Digital only
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	Cut off at end of Calendar year.
Retention Period	Destroy 5 year(s) after cutoff

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<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0174-2024-0002-0004	STATUS: Active
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Change Control Board Materials
Item Description	Includes meeting materials for the Change Control Board, which was hosted by the Benefits.gov Program Manager multiple times per fiscal year. Meeting materials include presentations featuring key program updates, and meeting minutes that were distributed after each meeting.
Is this item media neutral?	No
Media limitation	Digital only
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	Cut off at end of Calendar year.
Retention Period	Destroy 5 year(s) after cutoff
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

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Signatory Information

Action	User	Date
Approve	Edward Forst (Acting Archivist)	04/22/2026



Office of the Chief  
Records Officer for the  
U.S. Government

This schedule was signed outside of the ERA system using Standard Form 115.

NARA staff updated ERA to reflect this approval, moving the record schedule into an approved status. The approved status allows for generation of a PDF indicating that the schedule has been approved, and allows an agency to use the schedule in ERA to create transfer requests. The approved date in the system and on the PDF version of the records schedule reflects the system actions.