

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0064-2010-0006

Status: INACTIVE
Date Approved: 03/03/2011

General Information

Agency or Establishment	National Archives and Records Administration
Record/Scheduling Group	0064 - Records of the National Archives and Records Administration
Records Schedule Applies To	Agency Subdivision
Major Subdivision	Office of Records Services - Washington DC
Minor Subdivision	Modern Records Programs
Schedule Subject	Records Management Workshop, Conference, and Training Course Files
Additional Schedule Information	<p>Note: This schedule was modified after approval in ERA Base. If information regarding the modifications was created in ERA Base it will be found in the Revision Notes in NARA only attachments.</p> <p>This adds "billing documents" to the records covered by file no. 1305-1 (3-year retention). At present, billing documents are covered by file no. 412, (GRS 6, item 1b) with a 1-year retention). Billing documents should be maintained for 3 years after cutoff, as applies to all other records covered by file. no 1305-1.</p>
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	Predate requirement

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Item Count

Total number of disposition items: 1

Number of Temporary disposition items: 1

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 1

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Outline of Records Schedule Items for DAA-0064-2010-0006

Item #	Title	Disposition
0005	Records Management Workshop, Conference, and Training Course Files	Temporary

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Records Schedule Items

DAA-0064-2010-0006-0005		STATUS: INACTIVE - NOT FOR USE	
ITEM GENERAL INFORMATION			
Item Title	Records Management Workshop, Conference, and Training Course Files		
Item Description	Correspondence, notices, applications, attendance records, billing documents and administrative forms pertaining to records management workshops, conferences, and training courses.		
Is this item media neutral?	Yes		
Is this item a Big Bucket?			
MANUAL CITATION			
Agency Code	1305-1		
Manual Title	NARA Records Schedule		
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS			
Does this item supersede existing disposition authorities?	Yes		
	Superseded Items		
Superseded Item	Item Superseded in Part?	Explanation	
N1-064-87-001 / 1305/1	No		
Is this item a deviation from the GRS?	No		
DISPOSITION INSTRUCTION			
DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0064-2024-0004-0002 on 11/20/2025.			
Final Disposition	Temporary		
Cutoff Instructions	Other: Cut off annually.		
Retention Period	Destroy 3 year(s) after cut-off		
ADDITIONAL INFORMATION			
Are any of the records covered by this item national security classified?			
GAO Approval Required	No		

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Signatory Information

Action	User	Date
Approve	David Ferriero	03/03/2011