

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0064-2016-0001

Status: APPROVED
Date Approved: 09/09/2016

General Information

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|--|---|
| 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 | Agency Services |
| Minor Subdivision | Office of Government Information Services (OGIS) |
| Schedule Subject | Program Records Schedule |
| Additional Schedule Information | <p>OGIS serves its customers as an independent, impartial, and confidential resource to help requesters and Federal agencies resolve process issues arising from the administration of FOIA requests. The FOIA mandates that OGIS review and provide input on policies and procedures of agency FOIA programs, review whether the agencies are in compliance with FOIA, and recommend policy changes to Congress and the President to improve administration of FOIA. OGIS is required to offer mediation services to resolve disputes between persons making FOIA requests and administrative agencies as a non-exclusive alternative to litigation. OGIS may also issue advisory opinions if mediation has not resolved an issue. However it has not issued any opinions as of the submission of this schedule and has no plans to begin doing so in the near future. If the program begins to issue Advisory Opinions, this function will be assessed and the resulting records will scheduled at that time.</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: 4

Number of Temporary disposition items: 2

Number of Permanent disposition items: 2

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-0064-2016-0001

| Item # | Title | Disposition |
|--------|---|-------------|
| 0001 | Program Records Schedule : Records created/maintained in the performance of OGIS' mission maintained as case files EXCLUDING Compliance Assessment final reports and Advisory Opinions. | Temporary |
| 0002 | Program Records Schedule : Compliance assessment final reports | Permanent |
| 0003 | Program Records Schedule : All other mission-related records WITH THE EXCEPTION OF the OGIS Annual Report to Congress, FOIA Advisory Committee records and social media records | Temporary |
| 0004 | Program Records Schedule : OGIS Annual Report to Congress. | Permanent |

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Records Schedule Items

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| Group Title | Program Records Schedule |
| Group Description | Schedule covering program records created and or maintained by OGIS. |
| DAA-0064-2016-0001-0001 | STATUS: Active |
| ITEM GENERAL INFORMATION | |
| Item Title | Records created/maintained in the performance of OGIS' mission maintained as case files EXCLUDING Compliance Assessment final reports and Advisory Opinions. |
| Item Description | Includes mediation files, Compliance Assessment function supporting documents, and annual recommendation files. EXCLUDES Compliance Assessment final reports and Advisory Opinions. |
| Is this item media neutral? | Yes |
| Is this item a Big Bucket? | |
| SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS | |
| Does this item supersede existing disposition authorities? | No |
| Is this item a deviation from the GRS? | No |
| DISPOSITION INSTRUCTION | |
| Final Disposition | Temporary |
| Cutoff Instructions | Other: Close file when final action is taken. Break closed case files annually. |
| Retention Period | Destroy 7 year(s) after file break. |
| ADDITIONAL INFORMATION | |
| Are any of the records covered by this item national security classified? | |
| GAO Approval Required | No |
| DAA-0064-2016-0001-0002 | STATUS: Active |
| ITEM GENERAL INFORMATION | |
| Item Title | Compliance assessment final reports |
| Is this item media neutral? | No |
| Media limitation | Digital only |
| Is this item a Big Bucket? | |
| SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS | |

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| Does this item supersede existing disposition authorities? | No |
| Is this item a deviation from the GRS? | No |
| DISPOSITION INSTRUCTION | |
| Final Disposition | Permanent |
| Cutoff Instructions | Other: Cut off every five years. |
| Are there multiple instructions for this item? | No |
| Transfer Instruction | Transfer to the National Archives 5 year blocks 15 year(s) after file break. |
| ADDITIONAL INFORMATION | |
| Approximate first year of records covered by this authority | 2015 |
| Date span of the initial transfer | From: --/--/2015 To: --/--/2019 |
| Frequency of transfer | 5 |
| Are any of the records covered by this item subject to a FOIA exemption? | |
| DAA-0064-2016-0001-0003 STATUS: Active | |
| ITEM GENERAL INFORMATION | |
| Item Title | All other mission-related records WITH THE EXCEPTION OF the OGIS Annual Report to Congress, FOIA Advisory Committee records and social media records |
| Item Description | All other mission-related records, which include but are not limited to other program management files / reports, statistical studies / reports, working papers, and non-executive level correspondence, subject files, training materials, presentations, etc. for the following functions: Agency FOIA Regulation Review, Agency Self-Assessment Reports, Dispute Resolution Training Sessions. EXCLUDES the OGIS Annual Report to Congress, FOIA Advisory Committee (covered by the GRS), and social media records (to be schedule separately). |
| DAA-0064-2016-0001-0003 is superseded in part, training records only, by DAA-0064-2024-0004-0001. The remaining parts of the item may be dispositioned by this authority. | |
| Is this item media neutral? | Yes |
| Is this item a Big Bucket? | |
| SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS | |
| Does this item supersede existing disposition authorities? | No |
| Is this item a deviation from the GRS? | No |

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| DISPOSITION INSTRUCTION | |
| Final Disposition | Temporary |
| Cutoff Instructions | Other: Close files when final actions are taken. Break closed files annually. |
| Retention Period | Destroy 7 year(s) after file break. |
| ADDITIONAL INFORMATION | |
| Are any of the records covered by this item national security classified? | |
| GAO Approval Required | No |
| DAA-0064-2016-0001-0004 STATUS: Active | |
| ITEM GENERAL INFORMATION | |
| Item Title | OGIS Annual Report to Congress. |
| Is this item media neutral? | No |
| Media limitation | Digital only |
| Is this item a Big Bucket? | |
| SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS | |
| Does this item supersede existing disposition authorities? | No |
| Is this item a deviation from the GRS? | No |
| DISPOSITION INSTRUCTION | |
| Final Disposition | Permanent |
| Cutoff Instructions | Other: Cut off every five years. |
| Are there multiple instructions for this item? | No |
| Transfer Instruction | Transfer to the National Archives 5 year blocks 15 year(s) after cut off. |
| ADDITIONAL INFORMATION | |
| Approximate first year of records covered by this authority | 2010 |
| End year of records covered by this authority | Still being created |
| Date span of the initial transfer | From: --/--/2010 To: --/--/2014 |
| Frequency of transfer | 5 |
| Are any of the records covered by this item subject to a FOIA exemption? | |

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Signatory Information

| Action | User | Date |
|---------|----------------|------------|
| Approve | David Ferriero | 09/09/2016 |