

Request for Records Disposition Authority

Records Schedule Number **DAA-0064-2016-0003**

Schedule Status **Approved**

Agency or Establishment **National Archives and Records Administration**

Record Group / Scheduling Group **Records of the National Archives and Records Administration**

Records Schedule applies to **Agency-wide**

Schedule Subject **Special Studies**

Internal agency concurrences will be provided **No**

Background Information **As part of the original comprehensive records schedule approved in 1987 after its independence from GSA (N1-64-87-1), NARA included a disposition for "Special Studies and Projects Records." This disposition made the final report of all such studies and projects permanent while making the working papers disposable. In later years, Records Management staff realized the inadequacy of such dispositions: by not defining "special studies and projects," the disposition was capturing many studies and projects that did not warrant permanent retention. Their subjects were too routine. Therefore, sometime in the early 2000s, the authority was rescinded and replaced with instructions that each study or project should have a separate SF 115 submitted. This would allow the Records Management staff to evaluate each one to determine whether they warranted permanent retention. This arrangement ultimately became unworkable as well, since the workload became extremely burdensome. Many project and study case files remained unscheduled. This schedule is meant to provide disposition authorities for all studies, providing selection criteria for significant studies while providing for the destruction of those not having archival value.**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	1	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0064-2016-0003

Sequence Number	
1	Special Studies
1.1	Studies that result in significant changes in how NARA conducts its business. Disposition Authority Number: DAA-0064-2016-0003-0001
1.2	Non-substantive working papers, drafts and supporting documentation. Disposition Authority Number: DAA-0064-2016-0003-0002
1.3	All other studies Disposition Authority Number: DAA-0064-2016-0003-0003

Records Schedule Items

Sequence Number		
1	Special Studies Special Studies conducted by an individual office, task force or working group.	
1.1	Studies that result in significant changes in how NARA conducts its business. Disposition Authority Number DAA-0064-2016-0003-0001 Final report and other substantive materials. 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	
	Manual Citation	Manual Title
	File# 140	National Archives Records Control Schedule
	File# 222-1a	National Archives Records Control Schedule
	GRS or Superseded Authority Citation	N1-064-87-1, Item 117(1) N1-064-96-2, item 17a(1)
	Disposition Instruction	
	Cutoff Instruction	Cut off files upon completion of study.
	Transfer to the National Archives for Accessioning	Transfer to the National Archives in 5 year blocks 15 year(s) after cutoff.
	Additional Information	
	What will be the date span of the initial transfer of records to the National Archives?	From 1988 To 2016
	How frequently will your agency transfer these records to the National Archives?	Unknown Depends on the number of studies that meet the selection criteria and their completion dates.
		Estimated Current Volume Annual Accumulation

Electronic/Digital		
Paper	12.0 Cubic feet	2.3 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.2

Non-substantive working papers, drafts and supporting documentation.

Disposition Authority Number **DAA-0064-2016-0003-0002**

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? **No**

Disposition Instruction

Cutoff Instruction **Cut off files upon completion of study.**

Retention Period **Destroy 5 year(s) after cutoff.**

Additional Information

GAO Approval **Not Required**

1.3

All other studies

Disposition Authority Number **DAA-0064-2016-0003-0003**

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? **No**

Manual Citation	Manual Title
File# 140	National Archives Records Control Schedule

File# 222-2

**National Archives Records Control
Schedule**

GRS or Superseded Authority
Citation

N1-064-87-1, Item 117(2)
N1-064-96-2, Item 17a (2)

Disposition Instruction

Cutoff Instruction

Cut off files upon completion of study.

Retention Period

Destroy 7 year(s) after cutoff.

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
08/03/2016	Return to Submitter	Richard Marcus	Records Officer	Chief Operating Officer - Corporate Records Management
08/04/2016	Return to Submitter	Richard Marcus	Records Officer	Chief Operating Officer - Corporate Records Management
08/08/2016	Certify	Richard Marcus	Records Officer	Chief Operating Officer - Corporate Records Management
11/02/2016	Return for Revision	Tom Cotter	Appraiser	National Archives and Records Administration - ACRA
11/08/2016	Submit For Certification	Richard Marcus	Records Officer	Chief Operating Officer - Corporate Records Management
11/08/2016	Certify	Richard Marcus	Records Officer	Chief Operating Officer - Corporate Records Management
02/07/2017	Submit for Concurrence	Tom Cotter	Appraiser	National Archives and Records Administration - ACRA
02/10/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
02/10/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
02/14/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist