

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0064-2016-0010

Status: INACTIVE
Date Approved: 02/14/2017

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	The Office of the Chief Records Officer
Minor Subdivision	Agency Services
Schedule Subject	Records Management Training Program
Additional Schedule Information	This job is proposed for two purposes: 1) to make the existing disposition for records management training materials media neutral; 2) to schedule student transcripts and other records that document students having taken courses given by the training program.
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: 2

Number of Temporary disposition items: 2

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 2

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Outline of Records Schedule Items for DAA-0064-2016-0010

Item #	Title	Disposition
0001	Records Management Training Program : Records Management Training Materials	Temporary
0002	Records Management Training Program : Records Management Student Records	Temporary

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Records Schedule Items

Group Title	Records Management Training Program	
Group Description	Records created, received, and maintained in the course of running the Records Management Training Program. NARA offers records management training to all Federal agencies.	
DAA-0064-2016-0010-0001	STATUS: INACTIVE - NOT FOR USE	
ITEM GENERAL INFORMATION		
Item Title	Records Management Training Materials	
Item Description	Training materials, including course outlines, handouts, and reference files in all formats.	
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SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		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?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-64-87-1, Item 1305-2	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-0064-2024-0004-0001 on 11/20/2025.		
Final Disposition	Temporary	
Retention Period	Other: Destroy when superseded OR obsolete.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	
DAA-0064-2016-0010-0002	STATUS: INACTIVE - NOT FOR USE	
ITEM GENERAL INFORMATION		
Item Title	Records Management Student Records	

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Item Description	Student Records include transcripts, training certificate records, and lists of certified graduates. Files include certification completion, course, and tests data.
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	
DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0064-2024-0004-0003 on 11/20/2025.	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off textual records at the end of the FY.
Retention Period	Other: Destroy when 35 year (s) old.
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	02/14/2017