

Request for Records Disposition Authority

Records Schedule Number DAA-0478-2017-0008

Schedule Status Approved

Agency or Establishment Office of Personnel Management

Record Group / Scheduling Group Records of the Office of Personnel Management

Records Schedule applies to Agency-wide

Schedule Subject Voting Rights Program

Internal agency concurrences will be provided No

Background Information

Once approved by the Archivist of the United States, this schedule will provide disposition authority for records created and maintained by the Voting Rights Program, managed by the U.S. Office of Personnel Management (OPM).

The Voting Rights Act of 1965, as amended, gives the U.S. Attorney General the responsibility for enforcing the rights guaranteed to citizens under the 14th and 15th Amendments to the U.S. Constitution. This includes ensuring that states and political subdivisions are prevented from employing any voting qualifications, prerequisites, standards, practices, and procedures that deny or abridge a U.S. citizen's right to vote on account of race, color, or membership in a language minority group. The Act defines language minorities as persons who are American Indian, Asian American, Alaskan Natives, or of Spanish heritage.

The Act also authorizes OPM to provide observers to certain political subdivisions (counties) and other political units as determined by the Attorney General. In such subdivisions, observers may enter any place where an election is being held to monitor (1) whether persons who are entitled to vote are being permitted to vote, and (2) whether votes cast are being properly tabulated. The observers then prepare reports that are submitted to the Civil Rights Division of the U.S. Department of Justice (DOJ), which enforces the Voting Rights Act. Voting Rights observations are held for elections throughout the year. More information about federal observers and how to request monitoring of an election by DOJ can be found on the website of DOJ's Civil Rights Division.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
4	0	4	0

GAO Approval

Outline of Records Schedule Items for DAA-0478-2017-0008

Sequence Number	
1	Voting Rights Program Files Disposition Authority Number: DAA-0478-2017-0008-0001
2	Voting Rights Election Files Disposition Authority Number: DAA-0478-2017-0008-0002
3	Voting Rights Observers' Reports Disposition Authority Number: DAA-0478-2017-0008-0003
4	Voting Rights Training and Communications Files Disposition Authority Number: DAA-0478-2017-0008-0004

Records Schedule Items

Sequence Number																	
1	<p>Voting Rights Program Files</p> <p>Disposition Authority Number DAA-0478-2017-0008-0001</p> <p>These files contain the records relating to the activities of the Voting Rights Act Program in directing and carrying out the policies, program functions, and responsibilities of the office. These records include, but are not limited to, plans and strategic plans; policies, guidance, and procedures; meeting materials; program reviews and customer satisfaction surveys; and other related materials.</p> <table><tr><td>Final Disposition</td><td>Temporary</td></tr><tr><td>Item Status</td><td>Active</td></tr><tr><td>Is this item media neutral?</td><td>Yes</td></tr><tr><td>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</td><td>Yes</td></tr><tr><td>Do any of the records covered by this item exist as structured electronic data?</td><td>Yes</td></tr></table> <p>Disposition Instruction</p> <table><tr><td>Cutoff Instruction</td><td>Cut off when superseded or obsolete.</td></tr><tr><td>Retention Period</td><td>Destroy 10 years after cutoff or when no longer needed for business, whichever is later.</td></tr></table> <p>Additional Information</p> <table><tr><td>GAO Approval</td><td>Not Required</td></tr></table>	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?	Yes	Do any of the records covered by this item exist as structured electronic data?	Yes	Cutoff Instruction	Cut off when superseded or obsolete.	Retention Period	Destroy 10 years after cutoff or when no longer needed for business, whichever is later.	GAO Approval	Not Required
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?	Yes																
Do any of the records covered by this item exist as structured electronic data?	Yes																
Cutoff Instruction	Cut off when superseded or obsolete.																
Retention Period	Destroy 10 years after cutoff or when no longer needed for business, whichever is later.																
GAO Approval	Not Required																
2	<p>Voting Rights Election Files</p> <p>Disposition Authority Number DAA-0478-2017-0008-0002</p> <p>These files document the activities of Voting Rights Program personnel in deploying or acting as observers during an election cycle. These records include, but are not limited to, team lists, lists of sites, and master travel schedules; forms for the transfer of custody of Observers' Reports to the Department of Justice; Captains' Reports; statistical reports; and related documentation.</p> <table><tr><td>Final Disposition</td><td>Temporary</td></tr><tr><td>Item Status</td><td>Active</td></tr><tr><td>Is this item media neutral?</td><td>Yes</td></tr></table>	Final Disposition	Temporary	Item Status	Active	Is this item media neutral?	Yes										
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Item Status	Active																
Is this item media neutral?	Yes																

3

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?

Yes

Do any of the records covered by this item exist as structured electronic data?

Yes

GRS or Superseded Authority Citation

NC1-146-77-01, legal, item 4c

Disposition Instruction

Cutoff Instruction

Cut off upon completion of all election cycle activities

Retention Period

Destroy six months after cutoff or when no longer needed for business, whichever is later.

Additional Information

GAO Approval

Not Required

Voting Rights Observers' Reports

Disposition Authority Number

DAA-0478-2017-0008-0003

These records consist of reports compiled by election observers, the custody of which is transferred to the Department of Justice upon completion of all observation-related activities.

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?

Yes

Do any of the records covered by this item exist as structured electronic data?

Yes

GRS or Superseded Authority Citation

NC1-146-77-01, legal, item 4d

Disposition Instruction

Cutoff Instruction

Cut off upon transfer to the Department of Justice

Retention Period

Destroy upon confirmation of acceptance of final reports by the Department of Justice.

Additional Information

4

GAO Approval Not Required

Voting Rights Training and Communications Files

Disposition Authority Number **DAA-0478-2017-0008-0004**

These files contain records relating to the training and communications activities of the Voting Rights Act Program. These records include, but are not limited to, materials for training observers and rosters; promotional or explanatory materials; and other related materials.

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? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Disposition Instruction

Cutoff Instruction Cut off when superseded or obsolete.

Retention Period Destroy three years after cutoff or when no longer needed for business, whichever is later.

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
05/31/2017	Certify	Bethany Letalien	Management Analyst	Office of the Chief Information Officer - Information Management Division
01/08/2018	Submit for Concurrence	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
01/19/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
01/19/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
01/23/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist