

## Request for Records Disposition Authority

Records Schedule Number DAA-0168-2016-0004

Schedule Status Approved

Agency or Establishment National Guard Bureau

Record Group / Scheduling Group Records of the National Guard Bureau

Records Schedule applies to Major Subdivision

Major Subdivision Manpower, Organization and Analysis Office

Schedule Subject The following constitutes the records retention schedule for the office of Manpower, Organization and Analysis Office. Files include materials related to manpower studies and projects for the Chief National Guard Bureau and for all joint National Guard positions throughout the Combatant Commands, Service Staffs, the Joint Staff, National Guard Bureau and Joint Forces Headquarters-States.

Internal agency concurrences will be provided No

Background Information This schedule covers materials related to CNGB mandated manpower studies or projects. This includes briefings, reports, and presentations related to program files and administrative matters. Records vary in form but include: statistical and narrative reports, summaries, PowerPoint presentations and other materials. Includes but is not limited to staffing, analyses of administrative policies and procedures, manpower studies, organization and methods surveys and studies, management improvement, and related records. Files within the parameters of this schedule do not result in final products submitted by NGB; final reports or products should be scheduled separately.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

### GAO Approval

## Outline of Records Schedule Items for DAA-0168-2016-0004

Sequence Number
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1
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Manpower Studies and Projects Files
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Disposition Authority Number: DAA-0168-2016-0004-0001
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## Records Schedule Items

Sequence Number	
1	<p><b>Manpower Studies and Projects Files</b></p> <p>Disposition Authority Number      <b>DAA-0168-2016-0004-0001</b></p> <p>Briefings, reports, and presentations related to program files and administrative matters related to Chief of National Guard Bureau mandated manpower studies or projects. Records vary in form but include: statistical and narrative reports, summaries, presentations and other materials. Includes but is not limited to staffing, analyses of administrative policies and procedures, manpower studies, organization and methods surveys and studies, management improvement, and related records prepared for the Chief, Vice Chief, Chief of Staff, Director and Deputy Director. Policy issuances, Final analysis and reports, methodologies and strategies in determining findings, summaries, presentations and other materials relating to the final research, study and analysis and implementation.</p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                              <b>Active</b></p> <p>Is this item media neutral?           <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>No</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      <b>Cutoff when project or study ends</b></p> <p>Retention Period                        <b>Destroy when superseded obsolete or when no longer needed for business purposes.</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                            <b>Not Required</b></p>

## 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
05/03/2016	Return to Submitter	Carl Stowe	Records Officer	NGB - NGB
06/01/2016	Certify	Carl Stowe	Records Officer	NGB - NGB
07/29/2016	Return for Revision	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
08/01/2016	Submit For Certification	Paolo Perez	Records Management Analyst	Army National Guard - Air National Guard
08/04/2016	Certify	Carl Stowe	Records Officer	NGB - NGB
11/21/2016	Submit for Concurrence	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
11/23/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
11/28/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
12/01/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist