

Request for Records Disposition Authority

Records Schedule Number DAA-0064-2011-0001

Schedule Status Modified Approved Version

Agency or Establishment National Archives and Records Administration

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

Records Schedule applies to Major Subdivision

Major Subdivision Office of Administration

Minor Subdivision Space and Security Management Division

Schedule Subject Holdings Protection Program

Internal agency concurrences will
be provided No

Background Information Records of the NARA Holdings Protection Program

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0064-2011-0001

Sequence Number	
1	Holdings Protection Disposition Authority Number DAA-0064-2011-0001-0001

Records Schedule Items

Sequence Number	
1	<p>Holdings Protection</p> <p>Disposition Authority Number DAA-0064-2011-0001-0001</p> <p>The Holdings Protection (HP) program develops and administers policies to enhance holdings protection of original records to reduce the loss of, and aid in the recovery of, holdings of the National Archives and Records Administration. Records include HP operational review, advice and consultation, training, vendor meetings, Incident Analysis and Response, policy development and review, research room and stack surveillance, transport monitoring and escort, and outreach beyond NARA.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off at end of Fiscal Year</p> <p>Retention Period Destroy 5 year(s) after <i>cut off</i>.</p> <p>Additional Information</p> <p>GAO Approval Not Required</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
03/08/2011	Certify	Richard Marcus	Records Officer	Office of Information Services - Records management Staff
06/20/2011	Submit for Concurrence	Erin Cayce	Appraiser	National Records Management Program - Records Management Services
06/20/2011	Concur	Laurence Brewer	for	National Records Management Program - Records Management Services
06/21/2011	Concur	Julie Reaves	for	National Archives and Records Administration - National Records Management Program
06/22/2011	Approve	David Ferrero	Archivist of the United States	Office of the Archivist - Office of the Archivist