

WITHDRAWN-RETURNED WITHOUT ACTION

Request for Records Disposition Authority

Records Schedule Number DAA-0064-2011-0005
Schedule Status Returned Without Action

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 Information Services
Schedule Subject Digitization of NARA holdings
Internal agency concurrences will be provided No

Background Information NARA is digitizing analog-formatted holdings, creating "surrogates," digital copies of analog records. In some cases, rather than doing the work itself, NARA is turning to external entities called "partners" to produce the surrogates. Each partnership is governed by an agreement.
The digitization work, whether conducted in-house or by external partners, is divided into specific projects; a case file is created for each project.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

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Outline of Records Schedule Items for DAA-0064-2011-0005

Sequence Number	
1	Digitization Projects
1.1	Project case files Disposition Authority Number: DAA-0064-2011-0005-0001
1.2	Documentation created by offices not maintaining the Project Case File. Disposition Authority Number: DAA-0064-2011-0005-0002
2	Digitization Partnership Agreements
2.1	Agreement Files. Disposition Authority Number: DAA-0064-2011-0005-0003
2.2	Documentation created by offices not maintaining the record copy of the agreement. Disposition Authority Number: DAA-0064-2011-0005-0004

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Records Schedule Items

Sequence Number	
1	Digitization Projects Documentation created as a result of the digitizing of archival holdings
1.1	Project case files Disposition Authority Number DAA-0064-2011-0005-0001 Case files containing NA Form 1001, Digitization Project Proposal Worksheet and Project Plan, Digitization Cost Estimate and other documentation related to a specific digitization project. Final Disposition Temporary Item Status Withdrawn Is this item media neutral?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 Unknown Transfer to Inactive Storage Unknown Retention Period Destroy when the related digital materials are deleted. Additional Information GAO Approval Not Required
1.2	Documentation created by offices not maintaining the Project Case File. Disposition Authority Number DAA-0064-2011-0005-0002 Documentation created by offices not included in the Project Case File. Final Disposition Temporary Item Status Withdrawn 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

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	Cutoff Instruction	Unknown
	Transfer to Inactive Storage	Unknown
	Retention Period	Destroy when no longer needed
	Additional Information	
	GAO Approval	Not Required
2	Digitization Partnership Agreements Documentation created through the establishment of digitization partnerships with outside entities.	
2.1	Agreement Files.	
	Disposition Authority Number	DAA-0064-2011-0005-0003
	File containing record copy of an agreement and other documentation related to the negotiation of that agreement. Maintained by agreement.	
	Final Disposition	Temporary
	Item Status	Withdrawn
	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	Unknown
	Transfer to Inactive Storage	Unknown
	Retention Period	Destroy 10 year(s) after
	Additional Information	
	GAO Approval	Not Required
2.2	Documentation created by offices not maintaining the record copy of the agreement.	
	Disposition Authority Number	DAA-0064-2011-0005-0004
	Documentation created by offices involved in the negotiations but not maintaining the record copy of the agreement.	
	Final Disposition	Temporary
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in	No

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
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electronic format(s) other than e-mail and word processing?

Disposition Instruction

Cutoff Instruction **Unknown**

Transfer to Inactive Storage **Unknown**

Retention Period **Destroy when no longer needed**

Additional Information

GAO Approval **Not Required**

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
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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
07/06/2011	Certify	Richard Marcus	Records Officer	Office of Information Services - Records management Staff
08/02/2016	Return Without Action	Kate Flaherty	Appraiser	National Archives and Records Administration - Records Management Services

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