

INACTIVE - ALL ITEMS SUPERSEDED

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: **DAA-0064-2013-0002**

Request for Records Disposition Authority

Records Schedule Number DAA-0064-2013-0002

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 the Archivist and Deputy Archivist

Schedule Subject Program and policy records of the Archivist and Deputy Archivist

Internal agency concurrences will be provided No

Background Information

Item Count

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of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |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

GAO Approval

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Outline of Records Schedule Items for DAA-0064-2013-0002

| Sequence Number | |
|-----------------|--|
| 1 | Archivist and Deputy Archivist Program and Policy Records |
| 1.1 | Archivist and Deputy Archivist Program and Policy Records Disposition Authority Number: DAA-0064-2013-0002-0001 |

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Records Schedule Items

| Sequence Number | | | | | |
|---------------------|---|-----------------|--------------|---------------------|------------------------------|
| 1 | <p>Archivist and Deputy Archivist Program and Policy Records</p> <p>Correspondence, reports, speeches, and other records accumulated by the Archivist and Deputy Archivist that pertain to the administration and operation of NARA programs. They document policy-making decisions, significant program management functions, procedures, initiatives, long-term planning, and other mission, program, and policy-related issues. May be arranged by subject or other filing scheme. These records may be in hard-copy or electronic format.</p> | | | | |
| 1.1 | <p>Archivist and Deputy Archivist Program and Policy Records</p> <p>Disposition Authority Number DAA-0064-2013-0002-0001</p> <p>Final Disposition Permanent</p> <p>Item Status Inactive</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? No</p> <table><tr><th>Manual Citation</th><th>Manual Title</th></tr><tr><td>File No. 108</td><td>NARA Records Schedule</td></tr></table> <p>GRS or Superseded Authority Citation N1-064-87-01, Item 108</p> <p>Inactive Status Explanation This item is inactive because it was superseded by New Disposition Authority Number: DAA-0064-2020-0001-0001 This item was superseded by DAA-0064-2020-0001-0001, Leadership Records, during the course of reappraisal and consolidation of related leadership items.</p> <p>Disposition Instruction</p> <p>If this item has multiple sections, indicate here records to which this section apply Non-electronic Textual Records</p> <p>Cutoff Instruction Cut off annually.</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after cutoff.</p> | Manual Citation | Manual Title | File No. 108 | NARA Records Schedule |
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Additional Information

What will be the date span of the initial transfer of records to the National Archives? **Unknown**
Yet to be determined

How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply **Electronic Records**

Cutoff Instruction **Cut off annually.**

Transfer Electronic Records to the National Archives for Pre-Accessioning **Transfer electronic records to the National Archives for pre-accessioning immediately after cut off.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 15 year(s) after cut off.**

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **Unknown**
Volume unknown

How frequently will your agency transfer these records to the National Archives? **Every 15 Years**

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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 |
|------------|------------------------|------------------|---|--|
| 05/30/2013 | Certify | Richard Marcus | Records Officer | Office of Information Services - Records management Staff |
| 07/31/2013 | Submit for Concurrence | Jametta Davis | Appraiser | National Archives and Records Administration - Records Management Services |
| 08/06/2013 | Concur | Margaret Hawkins | Director of Records Management Services | National Records Management Program - Records Management Services |
| 08/07/2013 | Concur | Laurence Brewer | Director, National Records Management Program | National Archives and Records Administration - National Records Management Program |
| 08/07/2013 | Approve | David Ferriero | Archivist of the United States | Office of the Archivist - Office of the Archivist |