

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0064-2015-0003

Status: INACTIVE  
Date Approved: 07/13/2016

## General Information

|                                 |  |
|---------------------------------|--|
| Agency or Establishment         | National Archives and Records Administration   |
| Record/Scheduling Group         | 0064 - Records of the National Archives and Records Administration   |
| Records Schedule Applies To     | Agency-wide  |
| Schedule Subject                | Routine administrative (non-mission) records common to all offices   |
| Additional Schedule Information | Note: This schedule was modified after approval in ERA Base. If information regarding the modifications was created in ERA Base it will be found in the Revision Notes in NARA only attachments. |

The purpose of this request for disposition authority is to streamline the disposition of administrative records created and/or received in offices whose primary responsibility is not administrative. The General Records Schedules and NARA-specific dispositions for administrative records have led to a profusion of dispositions for these administrative records. The intention here is to establish one retention period for all administrative records created throughout all these offices. While this proposed disposition may result in some records being retained well beyond what the GRS or the current NARA Records Schedule stipulate, a uniform retention period will greatly simplify their management by providing one disposition to cover all of them. This schedule will supersede some GRS dispositions and a number of NARA-specific dispositions (a list is attached). It is also meant to apply to appropriate records created after the approval of this request.

### Coverage

This schedule is meant to cover:

- All administrative records created/maintained in all offices across NARA where administrative functions are not their core mission. This includes locally maintained copies of records forwarded to mission-oriented administrative organizations such as Facilities, Finance, and Human Resources.
- Records created by all offices if they fulfill a “core administrative function” on behalf of a primary administrative organization (such as decentralized procurement or other fiscal activities).

This schedule does NOT apply to:

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

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---

- Records created or received as part of an organization's core mission duties. Core mission records include records scheduled by a NARA-specific disposition authority.
- Records that are created by organizations whose core mission is administrative in nature and are scheduled by the General Records Schedule or a NARA-specific disposition. For example, it does not apply to personnel-related records in Human Resources components, or contract records maintained by the Contracting Officer components.
- Records and or data that are maintained in an electronic system dedicated to performing a specific mission or function. For example, it does not apply to records maintained in NARA's Travel System or Personnel System.

However, records created by an organization whose core mission is administrative while performing a non-mission administrative function are covered by this disposition request. For example, procurement-related records created by Human Capital while purchasing goods or services would be covered or records related to a personnel action when Human Capital hires for its own staff.

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Is There a Classified Version of This Schedule?

No

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Is consultation and coordination with Tribal Governments required?

Predate requirement

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National Archives and Records Administration  
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## Item Count

Total number of disposition items: 1

Number of Temporary disposition items: 1

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 1

National Archives and Records Administration  
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---

Outline of Records Schedule Items for DAA-0064-2015-0003

| Item # | Title   | Disposition |
|--------|---|-------------|
| 0001   | Routine Administrative (Non-mission) Records<br>Common to all Offices | Temporary   |

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0064-2015-0003

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Records Schedule Items

|   |  |                                |  |
|---|--|--------------------------------|--|
| DAA-0064-2015-0003-0001   |  | STATUS: INACTIVE - NOT FOR USE |  |
| <b>ITEM GENERAL INFORMATION</b>                                     |  |                                |  |
| Item Title  | Routine Administrative (Non-mission) Records Common to all Offices   |                                |  |
| Item Description  | Records documenting routine administrative activities created and/or received by all NARA organizations that do not have primary responsibility for those activities. These records include requests and responses to routine office administrative services and activities. Examples include (but are NOT limited to): requests for supplies, credit card purchases, travel records, contracts, budget requests, printing requests, facility work orders, space management requests, performance awards, recruitment/staffing requests, revised position descriptions, time and attendance, Employee Viewpoint Survey (EVS) activities, employee exit clearance documentation, and similar records. |                                |  |
| Is this item media neutral?   | Yes  |                                |  |
| Is this item a Big Bucket?  |  |                                |  |
| <b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b> |  |                                |  |
| Does this item supersede existing disposition authorities?          | Yes  |                                |  |
| Superseded Items  |  |                                |  |
| Superseded Item   | Item Superseded in Part?   | Explanation                    |  |
| N1-64-03-005 / 2/A  | No   |                                |  |
| N1-64-08-010 / 10   | No   |                                |  |
| N1-64-08-010 / 5  | No   |                                |  |
| N1-64-87-001 / 205  | No   |                                |  |
| N1-64-87-001 / 223/ 2   | No   |                                |  |
| N1-64-87-001 / 228/ 2   | No   |                                |  |
| N1-64-87-001 / 232/ 3   | No   |                                |  |
| N1-64-87-001 / 234  | No   |                                |  |
| N1-64-87-001 / 240/ 2   | No   |                                |  |
| N1-64-87-001 / 331/2  | No   |                                |  |
| N1-64-87-001 / 407/2  | No   |                                |  |
| N1-64-87-001 / 409/2  | No   |                                |  |
| N1-64-87-001 / 413/2  | No   |                                |  |
| N1-64-87-001 / 414  | No   |                                |  |

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0064-2015-0003

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|  |           |                        |
|--|-----------|------------------------|
| N1-64-87-001 / 415                     | No        |                        |
| N1-64-87-001 / 416                     | No        |                        |
| N1-64-87-001 / 417                     | No        |                        |
| N1-64-87-001 / 503                     | No        |                        |
| N1-64-87-001 / 507/2                   | No        |                        |
| N1-64-87-001 / 507/3                   | No        |                        |
| N1-64-87-001 / 604                     | No        |                        |
| N1-64-87-001 / 605                     | No        |                        |
| N1-64-87-001 / 615                     | No        |                        |
| N1-64-87-001 / 616/1                   | No        |                        |
| N1-64-87-001 / 617/2                   | No        |                        |
| N1-64-87-001 / 618/1                   | No        |                        |
| N1-64-87-001 / 619/1                   | No        |                        |
| N1-64-87-001 / 625/2                   | No        |                        |
| N1-64-87-001 / 626/1                   | No        |                        |
| N1-64-87-001 / 636/2/B                 | No        |                        |
| N1-64-87-001/ 636/3/C                  | No        |                        |
| N1-64-87-001 / 637                     | No        |                        |
| N1-64-87-001 / 638                     | No        |                        |
| N1-64-90-001 / 1806/3                  | No        |                        |
| N1-64-90-001 / 263/1                   | No        |                        |
| N1-64-90-001 / 263/2                   | No        |                        |
| N1-64-90-001 / 263/3                   | No        |                        |
| N1-64-96-002 / 14                      | No        |                        |
| Is this item a deviation from the GRS? | Yes       |                        |
| GRS disposition authority              | Item UUID | Item ID                |
|  |           | DAA-GRS-2016-0011-0001 |
|  |           | DAA-GRS-2016-0011-0011 |
|  |           | DAA-GRS-2016-0011-0017 |
|  |           | DAA-GRS-2013-0003-0001 |
|  |           | DAA-GRS-2017-0007-0012 |
|  |           | DAA-GRS-2016-0012-0001 |
|  |           | DAA-GRS-2016-0012-0002 |

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0064-2015-0003

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|--|------------------------|
|  | DAA-GRS-2013-0003-0002 |
|  | DAA-GRS-2018-0002-0015 |
|  | DAA-GRS-2017-0011-0001 |
|  | DAA-GRS-2017-0010-0002 |
|  | DAA-GRS-2013-0007-0001 |
|  | DAA-GRS-2018-0002-0004 |
|  | DAA-GRS-2018-0002-0001 |
|  | DAA-GRS-2021-0001-0004 |
|  | DAA-GRS-2021-0001-0001 |
|  | DAA-GRS-2017-0006-0007 |
|  | DAA-GRS-2017-0006-0015 |
|  | DAA-GRS-2016-0016-0001 |
|  | DAA-GRS-2016-0015-0003 |
|  | DAA-GRS-2016-0011-0004 |
|  | DAA-GRS-2015-0006-0001 |
|  | DAA-GRS-2015-0006-0005 |
|  | DAA-GRS-2015-0006-0006 |
|  | DAA-GRS-2016-0015-0017 |
| Justification for GRS Deviation  | See Dossier            |
| DISPOSITION INSTRUCTION  |                        |
| <b>DO NOT USE. Obsolete because records are now covered by GRS. on 12/27/2023.</b> |                        |
| Final Disposition  | Temporary              |

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

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|---|---|
| Cutoff Instructions   | Other: Cut off at the end of the fiscal year in which the project/activity/transaction was completed or superseded. |
| Retention Period  | Destroy 7 year(s) after cut off   |
| ADDITIONAL INFORMATION  |   |
| Are any of the records covered by this item national security classified? |   |
| GAO Approval Required   | No  |



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Signatory Information

| Action  | User           | Date       |
|---------|----------------|------------|
| Accept  | Data Migration | 08/05/2015 |
| Approve | David Ferriero | 07/13/2016 |