

Request for Records Disposition Authority

Records Schedule Number

DAA-0064-2016-0005

Schedule Status

Approved

Agency or Establishment

National Archives and Records Administration

Record Group / Scheduling Group

Records of the National Archives and Records Administration

Records Schedule applies to

Agency-wide

Schedule Subject

Special Projects

Internal agency concurrences will

be provided

No

Background Information

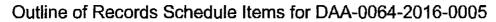
As part of the original comprehensive records schedule approved in 1987 after its independence from GSA (N1-64-87-1), NARA included a disposition for "Special Studies and Projects Records." This disposition made the final report of all such studies and projects permanent while making the working papers disposable. In later years, Records Management staff realized the inadequacy of such dispositions: by not defining "special studies and projects," the disposition was capturing many studies and projects that did not warrant permanent retention. Their subjects were too routine. Therefore, sometime in the early 2000s, the authority was rescinded and replaced with instructions that each study or project should have a separate SF 115 submitted. This would allow the Records Management staff to evaluate each one to determine whether they warranted permanent retention. This arrangement ultimately became unworkable as well, since the workload became extremely burdensome. Many project and study case files remained unscheduled. This schedule is meant to provide disposition authorities for all projects, providing selection criteria for significant projects while providing for the destruction of those not having archival value.

Item Count

Number of Total Disposition Items		, , ,	Number of Withdrawn Disposition Items
3_	1	2	0

GAO Approval





Sequence Number	
1	Special Projects
1.1	Final report or product and any related substantive materials. Disposition Authority Number: DAA-0064-2016-0005-0001
1.2	Non-substantive working papers, drafts and other supporting documentation. Disposition Authority Number: DAA-0064-2016-0005-0002
1.3	All other projects Disposition Authority Number: DAA-0064-2016-0005-0003

Records Schedule Items

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Sequence Number				
1	Special Projects Special Projects conducted by an organization outside its framework of usual or routine work.			
1.1	Final report or product and any related substantive materials.			
	Disposition Authority Number DAA-0064-2016-0005-0001			
	Projects that a) result in significant changes in how NARA conducts its business; b) have a major impact or contribution to the archival, records management or other communities in which NARA is involved that enhance access to government records; or c) have historical significance relating to NARA's mission (for example: projects generating congressional or press interest).			
	Final Disposition Permanent			
	Item Status	Active		
•	Is this item media neutral?	Yes		
	Do any of the records covered by this item currently exist in electronic format(s) other than email and word processing?	No		
	Manual Citation Manual Title		Manual Title	
	File# 140		National Archives Records Control Schedule	
	GRS or Superseded Authority Citation	N1-064-87-1	, Item 117-1	
	Disposition Instruction			
	Cutoff Instruction	Cut off files	upon completion of project.	
	Transfer to the National Archives for Accessioning	Transfer to t year(s) after	he National Archives in 5 year blocks 15 cutoff.	
	Additional Information			
•	What will be the date span of the initial transfer of records to the National Archives?			
	How frequently will your agency transfer these records to the National Archives?	Unknown Depends on the number of projects that meet the selection criteria and their completion dates.		

1.2

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	4.0 Cubic feet	.25 Cubic feet
Microform		
Hardcopy or Analog Special Media		

Disposition Authority Number DAA-0064-2016-0005-0002

Final Disposition Temporary

Item Status **Active**

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than email and word processing?

No

Disposition Instruction

Cutoff Instruction Cut off after completion of project.

Retention Period Destroy when no longer needed

Additional Information

GAO Approval Not Required

1.3 All other projects

> Disposition Authority Number DAA-0064-2016-0005-0003

Final Disposition **Temporary**

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than email and word processing?

No

GRS or Superseded Authority

Citation

N1-064-87-1, Item 117-2

Disposition Instruction

Cutoff Instruction Cutoff files upon completion of project.

Retention Period Destroy 7 year(s) after cutoff.

Additional Information

GAO Approval Not Required



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	Ву	Title	Organization
08/03/2016	Return to Submitte	Richard Marcus	Records Officer	Chief Operating Officer - Corporate Records Management
08/04/2016	Return to Submitte	Richard Marcus	Records Officer	Chief Operating Officer - Corporate Records Management
08/08/2016	Certify	Richard Marcus	Records Officer	Chief Operating Officer - Corporate Records Management
11/02/2016	Return for Revisio n	Tom Cotter	Appraiser	National Archives and Records Administration - ACRA
11/08/2016	Submit For Certific ation	Richard Marcus	Records Officer	Chief Operating Officer - Corporate Records Management
11/08/2016	Certify	Richard Marcus	Records Officer	Chief Operating Officer - Corporate Records Management
02/07/2017	Submit for Concur rence	Tom Cotter	Appraiser	National Archives and Records Administration - ACRA
02/10/2017	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - ACNR Records Management Serivces
02/10/2017	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - ACNR Records Management Serivces
02/14/2017	Approve	David Ferriero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist