

## Request for Records Disposition Authority

Records Schedule Number DAA-0064-2020-0001

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 Agency-wide

Schedule Subject Leadership and Operations Management

Internal agency concurrences will be provided No

### Background Information

Records created and maintained to support the planning, managing, evaluating, and administering of NARA at the agency executive and organizational levels. The records can include correspondence, memoranda, messages, studies, reports, forms, and other data documenting the development and/or implementation of plans, policies, procedures, accomplishments, opinions, and decisions pertaining to NARA programs and staff activities.

These records, to the extent that they are created at the executive level, may augment the Capstone email and electronic messaging records series. As with the Capstone records series, these records document high-level decision-making and strategic planning at NARA. Issues and activities documented in Program Direction records below the Executive level that are sufficiently important are routed to the executive level and are captured in those records.

EXCLUDED are records series that are created by distinct functions in organizations that may, for business or historical purposes, have a different disposition authority and are maintained in a records series for that function reflecting the operations of the organization. Examples include case files such as the Records Disposition Case Files, and NARA Directives Case Files, etc. Also excluded are routine administrative records that are common to all offices that are covered by the General Records Schedule (such as GRS 5.1, Common Office Records, Item 010). Examples include requests for supplies, credit card purchases, contracts, budget requests, facility work orders, space management requests, and similar records.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
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2	1	1	0
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GAO Approval

## Outline of Records Schedule Items for DAA-0064-2020-0001

Sequence Number	
1	Leadership Records Disposition Authority Number: DAA-0064-2020-0001-0001
2	Operations Management Records Disposition Authority Number: DAA-0064-2020-0001-0002

## Records Schedule Items

Sequence Number	
1	<p data-bbox="345 380 634 411"><b>Leadership Records</b></p> <p data-bbox="345 432 1151 464">Disposition Authority Number      DAA-0064-2020-0001-0001</p> <p data-bbox="345 485 1500 1356">Records documenting the agency-wide policy-making and management activities of NARA's Executives (or equivalent agency-level decision-making bodies), including the Archivist and Deputy Archivist (whether or not maintained by the Executive Secretariat), and other officials designated as Capstone. Includes records documenting the planning, managing and evaluation of aggregated or individual high-level programs. This series includes official calendars; appointment books; schedules; itineraries; record copies of briefing books and binders; logs used to track activities or serve as finding aids; subject files relating to specific activities, assignments, or actions taken; official invitations; drafts of documents (including correspondence, memoranda, emails, reports, speeches and testimony) which contain substantive notes or comments that are evidence of decisions, actions, or strategies; final copies of speeches and other presentations delivered in an official capacity; final copies of testimony presented as an official NARA representative; meeting agendas and minutes where NARA is the lead or host (to include annotated copies as well as substantive drafts); annotated copies of meeting agendas and minutes regardless of which agency is the lead or host; meeting notes where specific guidance, direction, or tasking is memorialized; chronological, correspondence and reading files; and any other records which document evidence of decisions, provide specific guidance, direction or tasking; documenting meetings, appointments, events, telephone calls, trips, visits and other activities of these officials that contain unique, substantive information that document or relate to official program or mission related activities. The series also includes any metadata and indexing/tracking data related to these records.</p> <p data-bbox="345 1377 922 1409">Final Disposition                      Permanent</p> <p data-bbox="345 1430 850 1461">Item Status                              Active</p> <p data-bbox="345 1482 818 1514">Is this item media neutral?          Yes</p> <p data-bbox="345 1535 818 1671">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 data-bbox="345 1692 818 1776">Do any of the records covered by this item exist as structured electronic data?                      Yes</p> <p data-bbox="345 1797 1029 1946">GRS or Superseded Authority Citation      N1-64-87-1 / 109/1 N1-64-87-1 / 202/1 N1-64-87-1 / 202/2 N1-64-06-4-1 / 1</p>

DAA-0064-2013-0002-0001

## Disposition Instruction

Cutoff Instruction

Cut off at the end of the calendar year in which the event, communication, or matter has ended.

Transfer to the National Archives for Accessioning

Transfer to the National Archives in 5 year blocks 15 year(s) after cut off of the most recent records.

## Additional Information

First year of records accumulation 2015

What will be the date span of the initial transfer of records to the National Archives?

Unknown  
Approximate date will be 2015 - 2020

How frequently will your agency transfer these records to the National Archives?

Every 5 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	5 GB	5 MB
Paper	15 Cubic feet	3 Cubic feet
Microform		
Hardcopy or Analog Special Media		

## Operations Management Records

Disposition Authority Number DAA-0064-2020-0001-0002

Records created and maintained by all organizations below the leadership level (below NARA's Executives or equivalent agency-level decision-making bodies) which document the planning, managing, and evaluation of individual NARA programs. These files, to the extent that they are maintained, may include strategic planning, procedures, initiatives, and policy related issues. They may also include copies of records covered by specific record series such as performance reports, approvals, and special studies. Not included are records created by the organizations primarily responsible for creating and maintaining NARA's overall Strategic Plan and Internal Controls.

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 e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes
GRS or Superseded Authority Citation	N1-64-87-1 / 109/2ae N1-64-87-1 / 110 N1-64-87-1 / 202/3 N1-64-05-1 / 1 N1-64-05-5 / 1a N1-64-05-5 / 1b N1-64-06-4 / 2 N1-64-08-10 / 2 N1-64-87-1 / 109/2b
Disposition Instruction	
Cutoff Instruction	Cut off at the end of the calendar year in which the event, communication, or matter has ended.
Retention Period	Destroy 7 year(s) after cut off.
Additional Information	
GAO Approval	Not Required

## 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
02/06/2020	Certify	Cherisse Willis-Proctor	RIM Specialist	National Archives and Records Administration - Corporate Records Management
02/10/2020	Return for Revision	Laura McHale	Appraisal Archivist	National Archives and Records Administration - Records Management Services
02/11/2020	Submit For Certification	Cherisse Willis-Proctor	RIM Specialist	National Archives and Records Administration - Corporate Records Management
02/11/2020	Certify	Cherisse Willis-Proctor	RIM Specialist	National Archives and Records Administration - Corporate Records Management
04/27/2021	Submit for Concurrence	Laura McHale	Appraisal Archivist	National Archives and Records Administration - Records Management Services
05/07/2021	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/15/2021	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
05/17/2021	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist