

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0064-2025-0001

Status: APPROVED
Date Approved: 08/20/2025

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	Mission - Federal Register - Administer
Additional Schedule Information	<p>NARA's mission is to Identify, protect, preserve, and make publicly available the historically valuable records of all three branches of the Federal government. These include a focus on access, records control, preservation, outreach, governance, and the Federal Register functions.</p> <p>The Federal Register publication informs citizens of their rights and obligations, documents the actions of Federal agencies, and provides a forum for public participation in the democratic process; The Office of the Federal Register carries out the administration of the electoral college process.</p> <p>Records on this schedule are created and maintained under the Administer activity which is administering the Electoral college and the ratification of Constitutional Amendments. These records are being submitted on a new records schedule as they meet the criteria for exceptions to electronic recordkeeping including statutory/regulatory barriers and intrinsic value.</p> <p>INCLUDES: Documents and certificates accumulated as a results of State ratifications, agreements, ballots, and state certifications.</p> <p>EXCLUDES: Inquiries from researchers and the general public for general and specific information on publications, policies, and procedures (e.g., rulemaking) of OFR and registers of those communications which are covered by GRS 6.5.010 Public Customer Service.</p>
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	No - the records covered by this schedule do not implicate Tribal interests

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Item Count

Total number of disposition items: 3

Number of Temporary disposition items: 0

Number of Permanent disposition items: 3

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0064-2025-0001

Item #	Title	Disposition
0001	State Documentation of Constitutional Amendments, Presidential Elections, and agreements between States : Notice of Ratifications of Constitutional Amendments from States	Permanent
0002	State Documentation of Constitutional Amendments, Presidential Elections, and agreements between States : State Agreement Files	Permanent
0003	State Documentation of Constitutional Amendments, Presidential Elections, and agreements between States : Certificates of Ascertainment of Electors and Certificates of Vote	Permanent

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Records Schedule Items

Group Title	State Documentation of Constitutional Amendments, Presidential Elections, and agreements between States	
Group Description	Documents received from States as required by law during the Constitutional Amendment process and Presidential Elections, and for agreements between States.	
DAA-0064-2025-0001-0001 STATUS: Active		
ITEM GENERAL INFORMATION		
Item Title	Notice of Ratifications of Constitutional Amendments from States	
Item Description	Documents accumulated as required by law in confirmation of proposed amendments to the Constitution from the 50 States. Included are transmittals and certificates of ratification, ratification rejection notices, and related records, and the original certificate signed by the Archivist of the United States, proclaiming the amendment as part of the Constitution. Arranged alphabetically by State. Also called Ratified Amendments.	
Is this item media neutral?	No	
Media limitation	Paper/analog only	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-064-87-001/1508	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Cutoff Instructions	Cut off when ratified OR determination that proposed amendment will not be ratified.	
Are there multiple instructions for this item?	No	
Transfer Instruction	Transfer to the National Archives immediately after cutoff	
ADDITIONAL INFORMATION		
Current Records Format	Paper-based textual records:Less than 2 cubic feet	

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Approximate first year of records covered by this authority	2015	
End year of records covered by this authority	Still being created	
Date span of the initial transfer	From: --/--/2015 To: --/--/2017	
Frequency of transfer	1	
Are any of the records covered by this item subject to a FOIA exemption?	No	
DAA-0064-2025-0001-0002		
STATUS: Active		
ITEM GENERAL INFORMATION		
Item Title	State Agreement Files	
Item Description	Documents received from the relevant States as a result of the submission by the States of constitutional agreements between the States. Included are duplicates of originals or authenticated copies of agreements, compacts, and related records. Arranged alphabetically by State.	
Is this item media neutral?	No	
Media limitation	Paper/analog only	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-064-87-001/1509	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Cutoff Instructions	Cut off after submission.	
Are there multiple instructions for this item?	No	
Transfer Instruction	Transfer to the National Archives 1 year(s) after cutoff	
ADDITIONAL INFORMATION		
Current Records Format	Paper-based textual records:2 cubic feet	
Approximate first year of records covered by this authority	2000	
End year of records covered by this authority	Still being created	

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Are any of the records covered by this item subject to a FOIA exemption?	No
DAA-0064-2025-0001-0003 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Certificates of Ascertainment of Electors and Certificates of Vote
Item Description	From each State and D.C.: Certificates of Ascertainment, which list the names of all the individuals on the slates for each candidate, the number of votes each individual received, and which individuals were appointed as the State's electors and Certificates of Vote, which record the votes of the electors. Arranged alphabetically by State. Also referred to as the Electoral College.
Is this item media neutral?	No
Media limitation	Paper/analog only
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
	Superseded Items
Superseded Item	Item Superseded Explanation
	in Part?
N1-064-87-001/1510	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Cut off after receipt by NARA.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 1 year(s) after cutoff
ADDITIONAL INFORMATION	
Current Records Format	Paper-based textual records:5 cubic feet every 4 years
Approximate first year of records covered by this authority	2024
End year of records covered by this authority	Still being created
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	No

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Signatory Information

Action	User	Date
Approve	Marco Rubio (Acting Archivist)	08/20/2025



Office of the Chief
Records Officer for the
U.S. Government

This schedule was signed outside of the ERA system using Standard Form 115.

NARA staff updated ERA to reflect this approval, moving the record schedule into an approved status. The approved status allows for generation of a PDF indicating that the schedule has been approved, and allows an agency to use the schedule in ERA to create transfer requests. The approved date in the system and on the PDF version of the records schedule reflects the system actions.