

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0064-2025-0005

Status: APPROVED  
Date Approved: 07/15/2026

## 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                                                   | Requests for Disposition Authority and Associated Data                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Additional Schedule Information                                    | <p>The National Archives and Records Administration (NARA) creates and maintains REQUESTS FOR DISPOSITION AUTHORITY to document how NARA determined that federal records may be destroyed, or whether they will be kept for posterity. NARA relies on disposition case files when justifying the disposal of records through internal disposal jobs, and supporting justifications in external disposal jobs.</p> <p>INCLUDED in this schedule is any ASSOCIATED DATA that serves as a finding aid to the case files.</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: 2

Number of Permanent disposition items: 1

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-0064-2025-0005

| Item # | Title                                                              | Disposition |
|--------|--------------------------------------------------------------------|-------------|
| 0001   | Requests for Disposition Authority and Associated Data             | Permanent   |
| 0002   | Non-Substantive Working Files for Disposition Authority Case Files | Temporary   |
| 0003   | Uncertified Schedules in ERA                                       | Temporary   |

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Records Schedule Items

|                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                       |  |
|---------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|--|
| <b>DAA-0064-2025-0005-0001</b>                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>STATUS: Active</b> |  |
| <b>ITEM GENERAL INFORMATION</b>                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                       |  |
| Item Title                                                          | Requests for Disposition Authority and Associated Data                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                       |  |
| Item Description                                                    | Case files containing requests (such as but not limited to SF-115 / DAA Request for Records Disposition Authority, NA-13171 Notifications for Previously Scheduled Permanent Records, NA-1005 Verification for Implementing GRS 6.1: Email Managed Under A Capstone Approach), appraisal reports, stakeholder unit input, public comment and related correspondence for disposition authorities (such as, NN, NC, NC1, N1, N9, DAA), media neutral notification requests (DAN / DN), and internal disposals (N2). Includes both classified and unclassified case files.<br><br>Tracking data that serves as a finding aid to the case files which is extracted from Electronic Records Archive (ERA) data. |                       |  |
| Is this item media neutral?                                         | Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                       |  |
| Is this item a Big Bucket?                                          | No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                       |  |
| <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           |  |
| N1-064-87-001 / 1308/2                                              | No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                       |  |
| N1-064-87-001 / 1309/1                                              | No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                       |  |
| N1-064-87-001 / 1309/2                                              | No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                       |  |
| Is this item a deviation from the GRS?                              | No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                       |  |
| <b>DISPOSITION INSTRUCTION</b>                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                       |  |
| Final Disposition                                                   | Permanent                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                       |  |
| Cutoff Instructions                                                 | Other: Cut-off return without action schedules at end of fiscal year in which they were returned. Cut-off inactivated schedules at the end of the fiscal year in which they were originally approved.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                       |  |
| Are there multiple instructions for this item?                      | No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                       |  |

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| Transfer Instruction                                                     | Other: Transfer records 15 years after cut-off and classified records after declassification review in 5 year blocks. |
| <b>ADDITIONAL INFORMATION</b>                                            |                                                                                                                       |
| Current Records Format                                                   | Analog - Paper Records:106 cu ft ; Born Digital - Structured Data:1 GB ; Born Digital - Textual Data:68 GB            |
| Approximate first year of records covered by this authority              | 1973                                                                                                                  |
| End year of records covered by this authority                            | Still being created                                                                                                   |
| Date span of the initial transfer                                        | From: 01/01/1973 To: 01/01/2010                                                                                       |
| Frequency of transfer                                                    | 5                                                                                                                     |
| Are any of the records covered by this item subject to a FOIA exemption? | Yes                                                                                                                   |
| FOIA Exemption(s)                                                        | FOIA (b)(1) National Security, FOIA (b)(3) Statute                                                                    |
| What is the related statute for the FOIA B(3) exemption?                 | 10 U.S.C. 424<br>50 USC Section 3507<br>50 U.S.C. 3024(m)(1)<br>50 USC § 3605                                         |

|                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                |
|--------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| DAA-0064-2025-0005-0002                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | STATUS: Active |
| ITEM GENERAL INFORMATION                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                |
| Item Title                                                   | Non-Substantive Working Files for Disposition Authority Case Files                                                                                                                                                                                                                                                                                                                                                                                                                                      |                |
| Item Description                                             | Records include background material and administrative documentation created or received during the development of disposition authority case files. These may consist of non-substantive draft versions of requests, preliminary appraisal notes, non-substantive internal comments (not associated or captured in the formal Stakeholder Review process), coordination emails, background research, and other preparatory and supporting documentation not included in the final permanent case file. |                |
| Is this item media neutral?                                  | Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                |
| Is this item a Big Bucket?                                   | No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                |
| SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                |
| Does this item supersede existing disposition authorities?   | No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                |
| Is this item a deviation from the GRS?                       | No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                |
| DISPOSITION INSTRUCTION                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                |

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| Final Disposition                                                         | Temporary                                                                                           |
| Cutoff Instructions                                                       | Cut off at end of Fiscal year when the schedule is returned without action, withdrawn, or approved. |
| Retention Period                                                          | Destroy 7 year(s) after cutoff                                                                      |
| <b>ADDITIONAL INFORMATION</b>                                             |                                                                                                     |
| Are any of the records covered by this item national security classified? | No                                                                                                  |
| GAO Approval Required                                                     | No                                                                                                  |

|                                                                           |                                                                                                                                                                                                     |                |
|---------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| DAA-0064-2025-0005-0003                                                   |                                                                                                                                                                                                     | STATUS: Active |
| ITEM GENERAL INFORMATION                                                  |                                                                                                                                                                                                     |                |
| Item Title                                                                | Uncertified Schedules in ERA                                                                                                                                                                        |                |
| Item Description                                                          | Records schedules in draft or submitted for certification status that were never certified and sent forward to NARA when the create date or submit for certification date is more than 3 years old. |                |
| Is this item media neutral?                                               | No                                                                                                                                                                                                  |                |
| Media limitation                                                          | Digital only                                                                                                                                                                                        |                |
| Is this item a Big Bucket?                                                | No                                                                                                                                                                                                  |                |
| SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS              |                                                                                                                                                                                                     |                |
| Does this item supersede existing disposition authorities?                | No                                                                                                                                                                                                  |                |
| Is this item a deviation from the GRS?                                    | No                                                                                                                                                                                                  |                |
| DISPOSITION INSTRUCTION                                                   |                                                                                                                                                                                                     |                |
| Final Disposition                                                         | Temporary                                                                                                                                                                                           |                |
| Cutoff Instructions                                                       | Cut off at end of Fiscal year.                                                                                                                                                                      |                |
| Retention Period                                                          | Destroy immediately after cutoff                                                                                                                                                                    |                |
| ADDITIONAL INFORMATION                                                    |                                                                                                                                                                                                     |                |
| Are any of the records covered by this item national security classified? | No                                                                                                                                                                                                  |                |
| GAO Approval Required                                                     | No                                                                                                                                                                                                  |                |

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Signatory Information

| Action  | User                            | Date       |
|---------|---------------------------------|------------|
| Approve | Edward Forst (Acting Archivist) | 07/15/2026 |



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.