

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0117-2023-0002

Status: APPROVED
Date Approved: 08/06/2024

General Information

Agency or Establishment	American Battle Monuments Commission
Record/Scheduling Group	0117 - Records of the American Battle Monuments Commission
Records Schedule Applies To	Agency-wide
Schedule Subject	Engineering and Construction
Additional Schedule Information	<p>Engineering and construction records relating to agency mission of construction, design, renovation, demolition, major repair, significant alteration, and project planning for monuments, memorials, markers, visitor centers, and other physical assets created and maintained by ABMC to be considered Heritage Assets of historic value.</p> <p>Heritage Assets are defined as original historical buildings, mission related structures, roads, monuments, memorials, boundary walls, pools, and markers which were designed by some of the most distinguished architects and artists of the 20th century. These structures were reviewed and approved by the Commission of Fine Arts and are hold significant symbolic and cultural value. Many of these buildings and elements as part of the cemetery's original construction are among sites listed on both UNESCO and the host countries national register as defined by the Ministry of Culture. They are part of essential buildings and elements associated with its function, mission, and heritage. They do not consist of buildings which are not critical to agency mission such as offices, storage buildings, parking lots, or other public buildings.</p> <p>These include, but are not limited to, monuments, visitor centers, memorials, plans for updating / renovating private memorials by ABMC, and any new cemetery creations, acquisitions, superintendent housing, or construction thereof under ABMC supervision, as well as planting plans, and the systems required to perform the mission, such as water distribution systems. Projects may include full scale construction, or demolition, or may touch on specific aspects of structures, such as masonry, bronze work, woodwork, stonework, roofing, gilding, maintenance, and roadways. These are organized by project, and category.</p>
Is There a Classified Version of This Schedule?	No

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0117-2023-0002

Status: APPROVED
Date Approved: 08/06/2024

Is consultation and coordination with
Tribal Governments required?

No - the records covered by this schedule do not implicate Tribal
interests

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0117-2023-0002

Status: APPROVED
Date Approved: 08/06/2024

Item Count

Total number of disposition items: 5

Number of Temporary disposition items: 1

Number of Permanent disposition items: 4

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0117-2023-0002

Status: APPROVED
Date Approved: 08/06/2024

Outline of Records Schedule Items for DAA-0117-2023-0002

Item #	Title	Disposition
0001	Engineering, Construction, and Significant Renovation Project Files	Permanent
0002	Architectural Drawing and Blueprint files	Permanent
0003	Cemetery Installation and Gravesite Management Files	Permanent
0004	Stakeholder Governance Files	Permanent
0005	Fundraising Files	Temporary

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0117-2023-0002

Status: APPROVED
Date Approved: 08/06/2024

Records Schedule Items

DAA-0117-2023-0002-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Engineering, Construction, and Significant Renovation Project Files	
Item Description	<p>Records relating to planning, construction and significant renovation or demolition to Heritage Assets, historical buildings, mission related structures, roads, monuments, memorials, and markers. Buildings and elements which are culturally significant include those which are part of the cemetery's original construction are among sites listed on both UNESCO and the host countries national register as defined by the Ministry of Culture and have been approved by the Council of Fine Arts (CFA). They hold significant symbolic and historical value for the agency.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• studies and surveys• historical research and inscriptions• revisions and subsequent repairs• engineering inspections• after-action reports• environmental reports• approval/decisional memos and correspondence	
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?	Yes	
Superseded Items		
Superseded Item	Item Superseded in Part?	Explanation
N1-117-95-001 / 13	Yes	Applies to reports pertaining to the erection and maintenance of existing monuments.
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Cutoff Instructions	Other: Cut off annually.	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0117-2023-0002

Status: APPROVED
Date Approved: 08/06/2024

Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 15 year(s) after Cut off
ADDITIONAL INFORMATION	
Current Records Format	Textual data
Approximate first year of records covered by this authority	1923
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

DAA-0117-2023-0002-0002		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Architectural Drawing and Blueprint files	
Item Description	<p>Architectural drawings, renderings, designs, blueprints, and related materials of Heritage Assets, historical buildings, mission related structures, roads, monuments, memorials, and markers. Buildings and elements which are culturally significant include those which are part of the cemetery’s original construction are among sites listed on both UNESCO and the host countries national register as defined by the Ministry of Culture and have been designed by some of the most distinguished architects and artists of the 20th century, these structures were reviewed and approved by the Commission of Fine Arts and are hold significant symbolic and cultural value. Records are found in both oversize paper and electronic formats and at various stages of completion, including revisions. Subjects include, but are not limited to:</p> <ul style="list-style-type: none">• Buildings• Irrigation• Decorative elements (i.e.: bronze work, woodwork, stonework, gilding, etc.)• Monuments• Plaques	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0117-2023-0002

Status: APPROVED
Date Approved: 08/06/2024

Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Other: Cut off annually.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 15 year(s) after Cut off
ADDITIONAL INFORMATION	
Current Records Format	Analog blueprints
Approximate first year of records covered by this authority	1923
End year of records covered by this authority	Year: 1950
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	No

DAA-0117-2023-0002-0003		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Cemetery Installation and Gravesite Management Files	
Item Description	Records related to original installation and gravesite layout and design, including the agency's plans for land utilization. Records consist of drawings and maps of plans for the orientation and spatial design of each cemetery's burial plots and headstone configuration. They are typically among the first records for each cemetery's design. The files do not contain any structural or construction elements and are a precursor to the development of landscaping designs.	
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		
Final Disposition	Permanent	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0117-2023-0002

Status: APPROVED
Date Approved: 08/06/2024

Cutoff Instructions	Other: Cut off annually
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff
ADDITIONAL INFORMATION	
Current Records Format	Textual data
Approximate first year of records covered by this authority	1923
End year of records covered by this authority	Year: 1950
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	No

DAA-0117-2023-0002-0004		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Stakeholder Governance Files	
Item Description	Official stakeholder governance and correspondence records, which include local, state, and Federal government organizations, such as the National Capital Planning Commission, the Commission of Fine Arts, the General Services Administration, the Environmental Protection Agency, the National Parks Service, the Department of State, Department of the Treasury, and all others. Organized by agency, organization, and / or stakeholder group, these records document the approving process and supporting entities that play a central role in the building, acquisition of, or other construction and renovation activities of a historical asset, historical building, mission related structure, road, monument, memorial, or marker created or managed by ABMC. These buildings and elements which are culturally significant include those which are part of the cemetery’s original construction are among sites listed on both UNESCO and the host countries national register as defined by the Ministry of Culture and have been approved by the Council of Fine Arts (CFA). They are part of essential buildings and elements associated with its function, mission, and heritage.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0117-2023-0002

Status: APPROVED
Date Approved: 08/06/2024

Does this item supersede existing disposition authorities?	Yes	
Superseded Items		
Superseded Item	Item Superseded in Part?	Explanation
N1-117-95-001 / 13	Yes	Applies to correspondence and memoranda pertaining to the erection and maintenance of existing monuments.
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Cutoff Instructions	Other: Cut off annually.	
Are there multiple instructions for this item?	No	
Transfer Instruction	Transfer to the National Archives 15 year(s) after Cutoff	
ADDITIONAL INFORMATION		
Current Records Format	Textual data	
Approximate first year of records covered by this authority	1923	
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	

DAA-0117-2023-0002-0005	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Fundraising Files

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0117-2023-0002

Status: APPROVED
Date Approved: 08/06/2024

Item Description	Documents accumulated because of agency activities to raise funds to support ABMC-sponsored projects in association with Heritage Assets (such as the construction of a new visitor's center or major repairs to a structural element or monument). May include, but not limited to: <ul style="list-style-type: none">• correspondence with individuals and private organizations, corporations, foundations and institutions• feeder reports and related records• fundraising solicitations (successful and unsuccessful)• potential donor dossiers• press releases• copies of checks
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	
Final Disposition	Temporary
Cutoff Instructions	Cut off at end of Fiscal year.
Retention Period	Destroy 7 year(s) after Cut off
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0117-2023-0002

Status: APPROVED
Date Approved: 08/06/2024

Signatory Information

Action	User	Date
Approve	Colleen Shogan	08/06/2024