

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0117-2023-0004

Status: APPROVED
Date Approved: 04/22/2026

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	Cemetery Operations and Support Services
Additional Schedule Information	Cemetery operations and support related records which do not come under the purview of maintenance, construction, or engineering. These materials relate to cemetery specific issues such as internment, disinterment, policies, superintendent leadership and support, visitor services and interpretation, and event coordination. These include, but are not limited to, cemetery policy and procedures, commemorative ceremonies and events, the superintendents conference, superintendents' leadership council, historical preservation, visitor use studies, interpretive planning, visitor engagement and exhibit development.
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

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0117-2023-0004

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Item Count

Total number of disposition items: 17

Number of Temporary disposition items: 9

Number of Permanent disposition items: 8

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-0117-2023-0004

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Outline of Records Schedule Items for DAA-0117-2023-0004

Item #	Title	Disposition
0001	Cemetery policy and procedure files	Temporary
0002	Operations status files	Temporary
0003	Internment Files	Permanent
0004	Disinterment -Approved disinterment of known individuals files	Permanent
0005	Disinterment -Declined disinterment files	Temporary
0006	Disinterment -Disinterment of unknown individuals (referred to as X-files) in conjunction with Defense POW/MIA Accounting Agency (DPAA) files	Permanent
0007	Superintendent and cemetery report files	Permanent
0008	Inspection & Trip Report Files	Temporary
0009	Superintendents Conference/Symposium Files	Permanent
0010	Superintendents Leadership Council Files	Temporary
0011	Commemorative Ceremonies and Event Files	Permanent
0012	Flower Program records	Temporary
0013	Interpretation and Exhibit Program Material Files	Permanent
0014	Interpretation Program Administration Files	Temporary
0015	Visitor Services and Social Science - visitor data files	Temporary
0016	Preservation Monitoring Files	Temporary
0017	Preservation - Study, Assessment, and Survey Files	Permanent

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0117-2023-0004

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Records Schedule Items

DAA-0117-2023-0004-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Cemetery policy and procedure files	
Item Description	Records associated with policy, protocols, guidance, and requirements for each individual cemetery. Examples of records include:	
	<ul style="list-style-type: none"> • Service animal requirements • Guidelines / standards • Superintendent Handbook • Required PPE • Safety • Security • Fact sheets 	
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 when no longer needed	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

DAA-0117-2023-0004-0002		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Operations status files	
Item Description	Records related to status of operations. Included are memos, presentations, and correspondence	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0117-2023-0004

Status: APPROVED
Date Approved: 04/22/2026

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 Cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0117-2023-0004-0003	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Internment Files
Item Description	Records related to internment at each cemetery. Examples of records include: <ul style="list-style-type: none"> • ABMC Form-1 (cards indexing interment) • Cemetery internment logbooks • Burial listings/register of graves
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
Cutoff Instructions	Cut off at end of Fiscal year.
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	Paper-based textual records:13 cf ; Textual data:1 MB

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0117-2023-0004

Status: APPROVED
Date Approved: 04/22/2026

Approximate first year of records covered by this authority	1941
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-0117-2023-0004-0004		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Disinterment -Approved disinterment of known individuals files	
Item Description	Records associated with disinterment of individuals buried at a cemetery site, including reports, correspondence, photographs, and associated case files.	
	Approved disinterment of known individuals.	
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	
Cutoff Instructions	Cut off at end of Fiscal year.	
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	Paper-based textual records:1 cf	
Frequency of transfer	1	
Are any of the records covered by this item subject to a FOIA exemption?	No	

DAA-0117-2023-0004-0005		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Disinterment -Declined disinterment files	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0117-2023-0004

Status: APPROVED
Date Approved: 04/22/2026

Item Description	Records associated with disinterment of individuals buried at a cemetery site, including reports, correspondence, DPAA approvals, photographs, and associated case files.
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 Cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0117-2023-0004-0006		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Disinterment -Disinterment of unknown individuals (referred to as X-files) in conjunction with Defense POW/MIA Accounting Agency (DPAA) files	
Item Description	Records associated with an approved disinterment by the DPAA of previously unknown individuals buried at a cemetery site, including reports, correspondence, DPAA approvals, photographs, and associated case files.	
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	
Cutoff Instructions	Cut off at end of Fiscal year.	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0117-2023-0004

Status: APPROVED
Date Approved: 04/22/2026

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:15 MB
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	No

DAA-0117-2023-0004-0007		STATUS: Active	
ITEM GENERAL INFORMATION			
Item Title	Superintendent and cemetery report files		
Item Description	Reports (monthly, quarterly, or annual) made by the superintendents for each location outlining status related to events, public relations, engineering & maintenance, logistics, horticulture, HR, etc. Reports may include photographs.		
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 / 12	No		
Is this item a deviation from the GRS?	No		
DISPOSITION INSTRUCTION			
Final Disposition	Permanent		
Cutoff Instructions	Cut off at end of Fiscal year.		
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:20 MB		
Approximate first year of records covered by this authority	1964		
End year of records covered by this authority	Still being created		
Date span of the initial transfer	From: --/--/1970 To: --/--/2005		

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0117-2023-0004

Status: APPROVED
Date Approved: 04/22/2026

Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	No

DAA-0117-2023-0004-0008		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Inspection & Trip Report Files	
Item Description	Reports containing findings on the conditions of individual overseas military cemeteries and recommendations for improving or correcting any deficiencies or problems. These reports are the result of annual inspection trips by members of staff. Reports may include photographs.	
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 / 3	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 10 year(s) after cutoff	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

DAA-0117-2023-0004-0009		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Superintendents Conference/Symposium Files	
Item Description	Reports, notes, after action reports, meeting minutes, and agendas created during the superintendents' conference/symposium	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0117-2023-0004

Status: APPROVED
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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
Cutoff Instructions	Cut off at end of Fiscal year.
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:10 MB
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-0117-2023-0004-0010	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Superintendents Leadership Council Files
Item Description	Reports, notes, meeting minutes and agendas created by the Superintendents Leadership Council.
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 15 year(s) after cutoff
ADDITIONAL INFORMATION	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0117-2023-0004

Status: APPROVED
Date Approved: 04/22/2026

Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0117-2023-0004-0011	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Commemorative Ceremonies and Event Files
Item Description	Records related to planning and executing commemorative ceremonies and events, including, but not limited to: <ul style="list-style-type: none"> • Invitations & save the date notices • RSVP lists (and associated correspondence) • seating arrangements • event planning and logistics • event programs • volunteer coordination and other staffing • after action reports • speech records • briefing books • guidelines & SOP
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
Cutoff Instructions	Cut off at end of Fiscal year.
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	Paper-based textual records:9 cf ; Textual data:40 MB
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

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0117-2023-0004

Status: APPROVED
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DAA-0117-2023-0004-0012		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Flower Program records	
Item Description	Flower program includes records of flowers placed at graves and headstones, or on the Walls of the Missing at the request of a family member, Congress, or other interested party. Includes requests for flowers & commemorative lithographs from the public. Records may include correspondence, photographs and request details, with log. Arranged alphabetically by year.	
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 cutoff	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

DAA-0117-2023-0004-0013		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Interpretation and Exhibit Program Material Files	
Item Description	Records related to the interpretation program, which include training materials, and interpretive content (created via multiple organizations, or at individual cemeteries), exhibit planning and design. Work may be repurposed for exhibits, interpretation, marketing, fundraising, or education.	
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	

National Archives and Records Administration
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Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Cut off at end of Fiscal year.
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:20MB
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-0117-2023-0004-0014		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Interpretation Program Administration Files	
Item Description	Records related to the administration of the interpretation program, not specifically to program materials, such as interpretation training; includes administrative best practices created in concert with professional interpretive organizations. Can include, but is not limited to:	
	<ul style="list-style-type: none"> • Coaching • Training and standardization • CIG certification • Exhibit review • Online workshops • Commercial guide training • Program evaluation 	
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	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0117-2023-0004

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Cutoff Instructions	Cut off at end of Fiscal year.
Retention Period	Other: Destroy 7 years after cutoff, but longer retention is authorized if needed for business use.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0117-2023-0004-0015	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Visitor Services and Social Science - visitor data files
Item Description	Records related to visitor counters, data analysis, and visitor use research
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	Other: Destroy 7 years after cutoff, but longer retention is authorized if needed for business use.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0117-2023-0004-0016	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Preservation Monitoring Files

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0117-2023-0004

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Item Description	Records related to the preservation of cultural materials located within cemetery facilities and buildings including, but not limited to: <ul style="list-style-type: none"> • Preservation reviews • Preservation context studies • Process development • Policy and procedure
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 cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0117-2023-0004-0017	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Preservation - Study, Assessment, and Survey Files
Item Description	Records related to the preservation of cultural materials located within cemetery facilities and buildings including, but not limited to: <ul style="list-style-type: none"> • Final reports or outcomes of preservation research and testing projects • Resource assessments, condition reports and surveys • Planning and baseline documentation
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

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0117-2023-0004

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Date Approved: 04/22/2026

DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Cut off at end of Fiscal year.
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:10MB
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

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0117-2023-0004

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Signatory Information

Action	User	Date
Approve	Edward Forst (Acting Archivist)	04/22/2026



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.