

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0117-2023-0009

Status: APPROVED  
Date Approved: 04/22/2026

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## 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	Public Affairs
Additional Schedule Information	This schedule relates to ABMC public affairs programs designed to provide information about ABMC activities. Records that relate to the management of relationships between the agency and stakeholders. Activities involve information dissemination, responding to information requests from the public, and managing relationships with stakeholders such as the press, resulting in records such as communications, web postings, blogs, media advisories, and press releases specific to ABMC and not previous covered under GRS 4.2 or 6.4.
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: 13

Number of Temporary disposition items: 6

Number of Permanent disposition items: 7

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-0117-2023-0009

<b>Item #</b>	<b>Title</b>	<b>Disposition</b>
0001	Public Affairs Program/Project Files	Permanent
0002	Correspondence and communications requiring Secretary or Deputy Secretary level action files	Permanent
0003	Analog mission-related audiovisual records: still photographic prints, negatives, contact sheets, and slides; posters; motion picture films, videos, and sound recordings.	Permanent
0004	Publications	Permanent
0005	Info-graphics/Fact sheets	Temporary
0006	Communication Guidance Files	Temporary
0007	Film and photography request files	Temporary
0008	Public Affairs Releases	Permanent
0009	Biography Files	Temporary
0010	Speech & Interview Files - Executive	Permanent
0011	Speech & Interview Files - staff	Temporary
0012	Speech Reference Files	Temporary
0013	Digital mission-related audiovisual records: still photographs; posters; videos and sound recordings	Permanent

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Records Schedule Items

<b>DAA-0117-2023-0009-0001</b>		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Public Affairs Program/Project Files	
Item Description	Records related to the formulation, management, administration, and execution of individual public affairs programs/projects such as program plans, policies, studies and analyses, reports, letter guidance and direction, and related documents	
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?	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
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	
<b>ADDITIONAL INFORMATION</b>		
Current Records Format	Textual data:5MB	
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	

<b>DAA-0117-2023-0009-0002</b>		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Correspondence and communications requiring Secretary or Deputy Secretary level action files	
Item Description	Records related to correspondence and communications, including comments, to and from the public that require formal response or action from the Secretary or Deputy Secretary.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	

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<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
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
<b>ADDITIONAL INFORMATION</b>	
Current Records Format	Textual data:1 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-0117-2023-0009-0003	STATUS: Active
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Analog mission-related audiovisual records: still photographic prints, negatives, contact sheets, and slides; posters; motion picture films, videos, and sound recordings.
Item Description	Analog AV materials (including final product video, scripts, and content development including any existing production files and rights documentation) produced for events, ceremonies, historical reference, or construction projects relating to all aspects of construction, renovation and engineering.
Is this item media neutral?	No
Media limitation	Paper/analog only
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Permanent

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Cutoff Instructions	Cut off after approval of schedule
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives immediately after cutoff
<b>ADDITIONAL INFORMATION</b>	
Current Records Format	Analog still images:50 Cu Ft
Approximate first year of records covered by this authority	1940
Frequency of transfer	0
Are any of the records covered by this item subject to a FOIA exemption?	No

DAA-0117-2023-0009-0004		STATUS: Active	
<b>ITEM GENERAL INFORMATION</b>			
Item Title	Publications		
Item Description	Consists of a Record Set of booklets, pamphlets, employee newsletters, and other similar informational documents published and issued by ABMC. Items include examples of each cemetery or monument informational booklet and other official produced materials such as the WWII Battlefield Companion or Tomb of the Unknown Solider booklet.		
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	
N1-117-95-001 / 7	No		
Is this item a deviation from the GRS?	No		
<b>DISPOSITION INSTRUCTION</b>			
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		
<b>ADDITIONAL INFORMATION</b>			
Current Records Format	Paper-based textual records:1 Cu Ft ; Textual data:2 MB		

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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

<b>DAA-0117-2023-0009-0005</b>		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Info-graphics/Fact sheets	
Item Description	Info-graphic sheets for each cemetery or site	
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?	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Temporary	
Cutoff Instructions	Cut off at end of Fiscal year.	
Retention Period	Destroy when no longer needed	
<b>ADDITIONAL INFORMATION</b>		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

<b>DAA-0117-2023-0009-0006</b>		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Communication Guidance Files	
Item Description	Records and briefing sheets related to official guidance such as: <ul style="list-style-type: none"> <li>• Talking points associated with commemoration events and activities such as Women’s History Month and African American History Month</li> <li>• Disinterment</li> <li>• Photography</li> <li>• Film permitting processes and requirements</li> </ul>	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	

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<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	Cut off at end of Fiscal year.
Retention Period	Destroy 7 year(s) after cut off
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0117-2023-0009-0007	STATUS: Active
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Film and photography request files
Item Description	Official requests from commercial organizations and private individuals to film and photograph at a cemetery.
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?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	Cut off at end of Fiscal year.
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-0117-2023-0009-0008	STATUS: Active
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Public Affairs Releases

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Item Description	Records relating to the release of information to the public through various media that pertain to new agency programs or termination of old agency programs, major shifts in policy, changes in senior personnel, and similar documents. Includes news releases, articles, speeches, testimonies, audiovisual, television, and radio productions
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?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
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
<b>ADDITIONAL INFORMATION</b>	
Current Records Format	Paper-based textual records:1 cu ; Textual data:1 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-0117-2023-0009-0009	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Biography Files
Item Description	Biographies, photographs, and related documents pertaining to leading military and civilian personalities used to provide information to various public organizations and groups
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?	No
Is this item a deviation from the GRS?	No

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<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff at end of Event.
Retention Period	Destroy 3 year(s) after use in publication or event.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

<b>DAA-0117-2023-0009-0010</b>	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Speech & Interview Files - Executive
Item Description	Speeches delivered by the Commissioners, Secretary and Deputy Secretary. Copies of official speeches delivered by ABMC personnel, internally and externally. Includes related records created in the process of writing, editing, and clearing speeches.
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?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
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
<b>ADDITIONAL INFORMATION</b>	
Current Records Format	Paper-based textual records:1 CuFt ; Textual data:2 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

<b>DAA-0117-2023-0009-0011</b>	<b>STATUS: Active</b>
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<b>ITEM GENERAL INFORMATION</b>	
Item Title	Speech & Interview Files - staff
Item Description	Other Speeches. Copies of official speeches delivered by ABMC personnel, internally and externally. Includes related records created in the process of writing, editing, and clearing speeches
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?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	Cut off at end of Fiscal year.
Retention Period	Destroy 5 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-0117-2023-0009-0012	STATUS: Active
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Speech Reference Files
Item Description	Source material for speeches consisting of background material from varied sources
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?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	Cut off at end of Fiscal year.
Retention Period	Destroy when no longer needed
<b>ADDITIONAL INFORMATION</b>	

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

<b>DAA-0117-2023-0009-0013</b>	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Digital mission-related audiovisual records: still photographs; posters; videos and sound recordings
Item Description	Digital AV materials (including final product video, scripts, and content development and any existing production files and rights documentation) produced for events, ceremonies, historical reference, or construction projects relating to all aspects of construction, renovation and engineering.
Is this item media neutral?	No
Media limitation	Digital only
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Permanent
Cutoff Instructions	Cut off after the end of the project
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 5 year(s) after cutoff
<b>ADDITIONAL INFORMATION</b>	
Current Records Format	Digital still images:5 TB ; Digital moving pictures:10 TB
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	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.