

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0117-2023-0010

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	History, Education and Public Programs
Additional Schedule Information	Records that relate to the intellectual assets of the mission to commemorate, which range from historical compilations and studies to educational programming, interpretation, collections management and publications.
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: 5

Number of Temporary disposition items: 5

Number of Permanent disposition items: 0

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-0117-2023-0010

Item #	Title	Disposition
0001	Historical Reference Services Files	Temporary
0002	Agency and Burial History Research Files	Temporary
0003	Agency Publication Review Files	Temporary
0004	Collections Files	Temporary
0005	Educational Program Files	Temporary

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Records Schedule Items

DAA-0117-2023-0010-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Historical Reference Services Files	
Item Description	Original research and information compiled for mission support, including, but not limited to: <ul style="list-style-type: none">• publications• photographs for brochures• research guides• customer service/public support *Note: a produced product is found in the publications series	
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SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		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-0117-2023-0010-0002		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Agency and Burial History Research Files	
Item Description	Records created relating to agency or burial history, which may include primary source materials, and result in original works such as studies and or reports. Note: any studies or reports will be found in the publications series.	
Is this item media neutral?	Yes	

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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-0117-2023-0010-0003	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Agency Publication Review Files
Item Description	Staff reviews of publications authored by agency. Includes, but is not limited to: <ul style="list-style-type: none">• review requests• responses• copies of the publications.
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 3 year(s) after cut off
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

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DAA-0117-2023-0010-0004		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Collections Files	
Item Description	Collections and preservation mission files: reproduction service files, acquisition case files, agency loan files, program management files, archival project files, artifact storage and security records, renovation, preservation research and reconstruction files, exhibit loan and case files, finding aids, holdings management catalog. Also includes photographs associated with these projects and reports.	
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-0117-2023-0010-0005		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Educational Program Files	
Item Description	Records associated with various educational and teacher development programs such as History Day, and the Understanding Sacrifice Program/ Scholar Program, as well as associated programs with various museums and institutions. Includes, but is not limited to: <ul style="list-style-type: none">• Planning• Briefing binders• Participants listings & biographies	

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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	Temporary
Cutoff Instructions	Other: Cut off annually.
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

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Signatory Information

Action	User	Date
Approve	Colleen Shogan	08/06/2024