

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0288-2020-0014

Status: APPROVED
Date Approved: 04/22/2026

General Information

Agency or Establishment	National Endowment for the Humanities
Record/Scheduling Group	0288 - Records of the National Foundation on the Arts and the Humanities
Records Schedule Applies To	Agency-wide
Schedule Subject	Comprehensive Records Schedule
Additional Schedule Information	<p>The National Endowment for the Humanities (NEH) is an independent federal agency created in 1965. It is one of the largest funders of humanities programs in the United States.</p> <p>Because democracy demands wisdom, NEH serves and strengthens our republic by promoting excellence in the humanities and conveying the lessons of history to all Americans. The Endowment accomplishes this mission by awarding grants for top-rated proposals examined by panels of independent, external reviewers. NEH grants typically go to cultural institutions, such as museums, archives, libraries, colleges, universities, public television and radio stations, and to individual scholars. The grants:</p> <ul style="list-style-type: none">• strengthen teaching and learning in schools and colleges• facilitate research and original scholarship• provide opportunities for lifelong learning• preserve and provide access to cultural and educational resources• strengthen the institutional base of the humanities <p>This Records Control Schedule provides disposition authority for all official records created by the National Endowment for the Humanities except those covered by the General Records Schedules. The records described are commonly found throughout the agency.</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: 28

Number of Temporary disposition items: 9

Number of Permanent disposition items: 19

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-0288-2020-0014

Item #	Title	Disposition
0001	Office of the Chairperson : General Correspondence with Cultural Institutions Arranged alphabetically by organization	Permanent
0002	Office of the Chairperson : Correspondence with Federal Agencies Arranged alphabetically by Federal agency	Permanent
0003	Office of the Chairperson : Correspondence with Office of Management and Budget (OMB) Arranged chronologically by year	Permanent
0004	Office of the Chairperson : Correspondence with Members of Congress Arranged chronologically by year	Permanent
0005	Office of the Chairperson : General Records on the Federal Council on the Arts & Humanities (FCAH) Arranged by record type and thereunder chronologically by date	Permanent
0006	Office of the Chairperson : General Records on the National Council on the Humanities (NCH) Arranged by record type and thereunder chronologically by date	Permanent
0007	Office of the Chairperson : Speeches of the Chairperson Arranged chronologically by date	Permanent
0008	Office of the Senior Deputy Chairperson : Program Correspondence Records Arranged chronologically by year and thereunder alphabetically by subject	Permanent

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0009	Office of the Senior Deputy Chairperson : Speeches of the Senior Deputy Chairperson Arranged chronologically by date	Permanent
0010	Office of Communication and Publications : Press Releases Arranged chronologically by date	Permanent
0011	Office of Communication and Publications : Publications Arranged chronologically by date	Permanent
0012	Office of Communication and Publications : Posters	Permanent
0013	Office of Communication and Publications : Mission-Related Still Photographs	Permanent
0014	Office of the Inspector General : Audit : Inspection Records : Special Review Workpaper Files	Temporary
0015	Office of the Inspector General : Audit : Inspection Records : Single Audit Desk Review/Quality Control Review Files	Temporary
0016	Office of the Inspector General : Audit : Inspection Records : Audit Inspection Workpaper Files	Temporary
0017	Office of the Inspector General : Audit : Inspection Records : Cognizant Agency Audit Files	Temporary
0018	Office of the Inspector General : Investigative Case Files of Historic Importance	Permanent
0019	Office of the Inspector General : Investigative Records	Temporary
0020	Office of the Inspector General : Legislatively-Mandated OIG Report Files	Permanent
0021	Office of the Inspector General : Independent Public Accounting (IPA) Monitoring Files	Temporary
0022	Office of the Inspector General : Special Project Case Files	Permanent
0023	Office of the Inspector General : Guidelines	Temporary
0024	Office of the General Counsel : Legislative History Files Arranged chronologically by date	Permanent

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0025	Office of the General Counsel : Legal Opinions and Comments on Legislation	Permanent
	Arranged chronologically by date	
0026	Office of the General Counsel : General Legal Files	Temporary
0027	Office of Planning and Budget, Office of Data and Evaluation : Program Evaluation Studies - Final Reports	Permanent
0028	Office of Planning and Budget, Office of Data and Evaluation : Program Evaluation Studies, Background Records	Temporary

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Records Schedule Items

Group Title	Office of the Chairperson
Group Description	Chairperson Office Records
DAA-0288-2020-0014-0001	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	General Correspondence with Cultural Institutions
Item Description	<p>Arranged alphabetically by organization</p> <p>Correspondence with established cultural organizations including minutes, copies of policy, studies, reports and other background materials concerning the Chairperson's role as head of the National Endowment for the Humanities. This includes communication with established organizations and agencies such as the Library of Congress, Smithsonian Institution, American Council of Learned Societies, and Modern Language Association. These files provide material on the administration of Endowment programs (budget, funding, and travel) as well as information on specific programs developed by the office creating the series. No internal memoranda are found in this series. A few general project files are interspersed.</p>
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 Item	Superseded Items
	Item Superseded Explanation in Part?
NC1-288-80-2 / 14	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Other: Cutoff files annually at the end of fiscal year.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 15 year(s) after changes in Chairperson

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ADDITIONAL INFORMATION	
Current Records Format	Paper-based textual records:40 cu ft ; Textual data:1 MB
Date span of the initial transfer	From: 01/01/1988 To: 12/31/2007
Frequency of transfer	5
Are any of the records covered by this item subject to a FOIA exemption?	No
DAA-0288-2020-0014-0002 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Correspondence with Federal Agencies
Item Description	Arranged alphabetically by Federal agency Correspondence including minutes, copies of policy, studies, reports and other background material relating to all phases of the work of Agency. Exchanges with Federal agencies such as General Accounting Office, National Science Foundation, Department of Health, Education, and Welfare, National Endowment for the Arts concerning their relationships with NEH. These files provide material on the administration of Endowment programs (budget, funding, and travel) as well as information on specific programs developed by the office creating the series. The records are generated in nearly every functional office in NEH and are used primarily for general reference.
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
NC1-288-80-2 / 15	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Other: Cutoff files annually at the end of fiscal year.
Are there multiple instructions for this item?	No

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Transfer Instruction	Transfer to the National Archives 15 year(s) after change in Chairperson
ADDITIONAL INFORMATION	
Current Records Format	Paper-based textual records:45 cu ft ; Textual data:1 MB
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: 01/01/1988 To: 12/31/2007
Frequency of transfer	5
Are any of the records covered by this item subject to a FOIA exemption?	No
DAA-0288-2020-0014-0003	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Correspondence with Office of Management and Budget (OMB)
Item Description	Arranged chronologically by year Correspondence and exchanges (including background materials) with the Office of Management and Budget concerning the development and approval of NEH's budget and comments on proposed legislation prepared by the General Counsel. These records include formal budget proposals prepared by the agency and sent to OMB and to Congress for review. The information is presented in statistical and narrative form and is related to the general fiscal needs of the agency as well as specific requirements of individual programs.
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 Item	Superseded Items Item Superseded Explanation in Part?
NC1-288-80-2 / 16	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Other: Cutoff files annually at the end of fiscal year.
Are there multiple instructions for this item?	No

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Transfer Instruction	Transfer to the National Archives 15 year(s) after changes in Chairperson	
ADDITIONAL INFORMATION		
Current Records Format	Paper-based textual records:40 cu ft ; Textual data:1 MB	
End year of records covered by this authority	Still being created	
Date span of the initial transfer	From: 01/01/1988 To: 12/31/2007	
Frequency of transfer	5	
Are any of the records covered by this item subject to a FOIA exemption?	No	
DAA-0288-2020-0014-0004		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Correspondence with Members of Congress	
Item Description	Arranged chronologically by year Correspondence and exchanges with members of Congress concerning substantive program issues such as budget and appropriations matters and proposed legislation. Constituent referral mail is not found in this 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?	Yes	
Superseded Item	Superseded Items	
	Item Superseded in Part?	Explanation
NC1-288-80-2 / 17	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Cutoff Instructions	Other: Cutoff files annually at the end of fiscal year.	
Are there multiple instructions for this item?	No	
Transfer Instruction	Transfer to the National Archives 15 year(s) after changes in Chairperson	
ADDITIONAL INFORMATION		
Current Records Format	Paper-based textual records:40 cu ft ; Textual data:1 MB	

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End year of records covered by this authority	Still being created
Date span of the initial transfer	From: 01/01/1988 To: 12/31/2007
Frequency of transfer	5
Are any of the records covered by this item subject to a FOIA exemption?	No
DAA-0288-2020-0014-0005 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	General Records on the Federal Council on the Arts & Humanities (FCAH)
Item Description	Arranged by record type and thereunder chronologically by date Correspondence including minutes, and other background materials concerning the Chairperson's role as head of the Federal Council on the Arts and the Humanities. The Council consists of 14 members including the Archivist of the United States, the Librarian of Congress, the Secretary of the Smithsonian Institution, and the Chairperson of the National Endowment for the Arts.
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 Explanation in Part?
NC1-288-80-2 / 20	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Other: Cutoff files annually at the end of fiscal year.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 15 year(s) after changes in Chairperson
ADDITIONAL INFORMATION	
Current Records Format	Paper-based textual records:40 cu ft ; Textual data:1 MB

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End year of records covered by this authority	Still being created
Date span of the initial transfer	From: 01/01/1988 To: 12/31/2007
Frequency of transfer	5
Are any of the records covered by this item subject to a FOIA exemption?	No
DAA-0288-2020-0014-0006 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	General Records on the National Council on the Humanities (NCH)
Item Description	Arranged by record type and thereunder chronologically by date Biographies, lists of and correspondence with Council members, letters to the Council, and other background materials concerning the operation of the National Council on the Humanities. The Council is an advisory body consisting of 26 members appointed by the President. The Chairperson of NEH is a member of the Council and serves as the Council's chairperson. Biographies include photographs in printed/analog and electronic formats.
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 Explanation in Part?
NC1-288-80-2 / 21	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Other: Cutoff files annually at the end of fiscal year.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 15 year(s) after changes in Chairperson
ADDITIONAL INFORMATION	
Current Records Format	Paper-based textual records:40 cu ft ; Textual data:1 MB

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End year of records covered by this authority	Still being created
Date span of the initial transfer	From: 01/01/1988 To: 12/31/2007
Frequency of transfer	5
Are any of the records covered by this item subject to a FOIA exemption?	No
DAA-0288-2020-0014-0007 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Speeches of the Chairperson
Item Description	Arranged chronologically by date Record copy (transcripts) of all remarks, addresses, and speeches by Chair before professional groups, during interviews, and in Congress.
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 Item	Superseded Items Item Superseded in Part? Explanation
NC1-288-80-2 / 19	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Other: Cutoff files annually at the end of fiscal year.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 15 year(s) after changes in Chairperson
ADDITIONAL INFORMATION	
Current Records Format	Paper-based textual records:30 cu ft ; Textual data:1 MB
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: 01/01/1988 To: 12/31/2007
Frequency of transfer	5

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Are any of the records covered by this item subject to a FOIA exemption?	No
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Group Title	Office of the Senior Deputy Chairperson
Group Description	Senior Deputy Chairperson Records (previously known as Deputy and Assistant Chairpersons)

DAA-0288-2020-0014-0008	STATUS: Active
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ITEM GENERAL INFORMATION

Item Title	Program Correspondence Records
	Arranged chronologically by year and thereunder alphabetically by subject

Item Description	Correspondence with cultural organizations and NEH grantees to and from program divisions concerning all aspects of NEH's various programs. The majority of subjects relate to individual organizations such as the American Association of Museums or to specific projects in which the Deputy has an active interest such as the Conference on Women in Humanities and Social Sciences. Also includes correspondence with international and domestic, as well as Federal, organizations.
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Is this item media neutral?	Yes
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Is this item a Big Bucket?	No
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SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS

Does this item supersede existing disposition authorities?	Yes
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	Superseded Items
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Superseded Item	Item Superseded in Part?	Explanation
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NC1-288-80-2 / 22	No	
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NC1-288-80-2 / 27/A	No	
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Is this item a deviation from the GRS?	No
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DISPOSITION INSTRUCTION

Final Disposition	Permanent
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Cutoff Instructions	Other: Cutoff files annually at the end of fiscal year.
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Are there multiple instructions for this item?	No
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Transfer Instruction	Transfer to the National Archives 15 year(s) after changes in Senior Deputy Chairperson
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ADDITIONAL INFORMATION

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Current Records Format	Paper-based textual records:30 cu ft ; Textual data:1 MB
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: 01/01/1988 To: 12/31/2007
Frequency of transfer	5
Are any of the records covered by this item subject to a FOIA exemption?	No
DAA-0288-2020-0014-0009	
STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Speeches of the Senior Deputy Chairperson
Item Description	Arranged chronologically by date One record copy (transcripts) of all remarks, addresses, and speeches by the Senior Deputy Chairperson.
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 Explanation in Part?
NC1-288-80-2 / 26	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Other: Cut off files annually at the end of the fiscal year
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 15 year(s) after change in Senior Deputy Chairperson
ADDITIONAL INFORMATION	
Current Records Format	Paper-based textual records:30 cu ft ; Textual data:1 MB
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: 01/01/1988 To: 12/31/2007
Frequency of transfer	5

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Are any of the records covered by this item subject to a FOIA exemption?	No
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Group Title	Office of Communication and Publications	
Group Description	Communication and Publications Records	
DAA-0288-2020-0014-0010	STATUS: Active	
ITEM GENERAL INFORMATION		
Item Title	Press Releases	
Item Description	<p style="margin-left: 20px;">Arranged chronologically by date</p> <p>All press releases issued by NEH announcing major events. All press releases issued by the Endowment announcing major events, official statements delivered for the purpose of providing information, creating official statements, and/or making announcements directed for public release. They include (but are not limited to) grant opportunities, NEH nominations, appointees, budget allocations, grant awards, Council meeting agendas, programs and projects, etc.</p>	
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
NC1-288-80-2 / 48	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Cutoff Instructions	Other: Cutoff files annually at the 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:40 cu ft ; Textual data:1 MB	
End year of records covered by this authority	Still being created	

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Date span of the initial transfer	From: 01/01/1988 To: 12/31/2007	
Frequency of transfer	5	
Are any of the records covered by this item subject to a FOIA exemption?	No	
DAA-0288-2020-0014-0011		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Publications	
Item Description	Arranged chronologically by date NEH annual reports, Humanities Magazine, brochures, and other similar publications. Also includes Original Artwork prepared for brochures, publications (including annual reports) and posters.	
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 Item	Superseded Items	
	Item Superseded in Part?	Explanation
NC1-288-80-2 / 49	No	
NC1-288-80-2 / 53	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Cutoff Instructions	Other: Cutoff files annually at the 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	Computer aided design:15 cu ft ; Analog still images:15 cu ft ; Paper-based textual records:30 cu ft ; Textual data:2 MB	
Date span of the initial transfer	From: 01/01/1988 To: 12/31/2007	
Frequency of transfer	5	
Are any of the records covered by this item subject to a FOIA exemption?	No	
DAA-0288-2020-0014-0012		STATUS: Active

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Item Description	Documentation of Endowment activities, including coverage of Chairperson and other significant personalities, official ceremonies and events, and programs.	
	Note: Analog Photographs include negatives, contact sheets, prints, slides, including 8”X10” captioned prints from negatives; arranged chronologically by year, thereunder by roll number.	
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
NC1-288-80-2 / 51	No	
NC1-288-80-2 / 52	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Cutoff Instructions	Other: Cutoff analog photographs immediately.	
	Cutoff Digital Photographs at end of fiscal year when created.	
Are there multiple instructions for this item?	No	
Transfer Instruction	Other: Transfer all analog photographs on hand to the National Archives immediately upon approval of this schedule, along with any related logs, indexes, or other finding aids in hard copy or electronic form.	
	Transfer digital photographs that are compiled in discrete, photo-specific series to the National Archives five years after creation, along with any related logs, indexes, or other finding aids.	
	Note: For digital photos that are interspersed with other materials in text-based series, cutoff and transfer are governed by the respective schedule items for those text-based series.	
ADDITIONAL INFORMATION		
Current Records Format	Analog still images:2 cu ft ; Digital still images:1 MB	

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End year of records covered by this authority	Year: 1987
Date span of the initial transfer	From: 01/01/1988 To: 12/31/2007
Frequency of transfer	5
Are any of the records covered by this item subject to a FOIA exemption?	No

Group Title	Office of the Inspector General : Audit : Inspection Records
DAA-0288-2020-0014-0014	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Special Review Workpaper Files
Item Description	Special reviews are used to appraise and provide information about particular grantee program activities or administrative operations. Records include draft and final reports; correspondence; supporting working papers; and follow- up files and related records.
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 at end of fiscal year in which the review is closed.
Retention Period	Other: Destroy seven (7) years after retired. Files may be kept until all administrative needs have ended.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No
DAA-0288-2020-0014-0015	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Single Audit Desk Review/Quality Control Review Files

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Item Description	The Inspector General Act of 1978 (as amended) requires the OIG to ensure that the work of non-Federal auditors adheres to generally accepted government auditing standards (GAGAS). Single Audit desk reviews are examinations of reports issued by non-Federal auditors related to audits performed under Title 2 U. S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, to (1) determine whether the reports are acceptable under the reporting requirements of the guidance; (2) identify any quality issues that may warrant follow-up audit work and/or revisions to the reporting package; (3) identify audits for potential Quality Control Reviews; and (4) identify issues that may require the attention of NEH management. Single Audit quality control reviews are examinations of working papers prepared by non-Federal auditors in support of single audit engagements, to (1) determine whether the audit was conducted in accordance with applicable standards; (2) identify any follow-up work needed to support the conclusions and opinions contained in the reporting package; and (3) identify issues that may require the attention of NEH management. Records include draft and final reports; correspondence/memoranda; supporting working papers; and follow-up files and related records.
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 files at end of fiscal year in which the review is closed.
Retention Period	Other: Destroy seven (7) years after retired or when all administrative needs have ended.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

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DAA-0288-2020-0014-0016		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Audit Inspection Workpaper Files	
Item Description	Audits may be characterized as: financial or performance; full-scope or limited-scope; and external (focusing on the records and performance of recipients of NEH funding) or internal (focusing on operations and activities carried out within the NEH). Inspections are generally characterized as internal (focusing on operations and activities carried out within the NEH). Included are Purchase and Travel Card Oversight reporting, Improper Payment reporting, and annual FISMA reviews. Records include draft and final reports; correspondence/memoranda; supporting working papers; and follow-up files and related records. Also included are the “Top Management and Performance Challenges” yearly report which summarizes management and performance challenges within the agency and assesses progress in addressing those challenges. The report provides the IG’s annual statement but does not provide recommendations for changes within the agency.	
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 Item	Superseded Items	
	Item Superseded in Part?	Explanation
NC1-288-80-2 / 44	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cut off at end of fiscal year in which the audit/inspection engagement is closed.	
Retention Period	Other: Destroy seven (7) years after retired or when all administrative needs have ended.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0288-2020-0014

Status: APPROVED
Date Approved: 04/22/2026

DAA-0288-2020-0014-0017		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Cognizant Agency Audit Files	
Item Description	Records received from Federal agencies (i.e., the National Science Foundation OIG, Department of Health and Human Services OIG, etc.) concerning their review of Single Audit reports issued on entities for which they are cognizant whereby the entities are also recipients of NEH funding. This item also covers records accumulated during the process of reviewing Single Audit findings identified for resolution by NEH management. Records include correspondence/memoranda and Single Audit 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?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
NC1-288-80-2 / 45	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: cut off at end of fiscal year when OIG transmittal memorandum has been issued.	
Retention Period	Other: Destroy seven (7) years after resolution of findings/recommendations applicable to NEH programs.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	

Group Title	Office of the Inspector General	
Group Description	Inspector General Records	
DAA-0288-2020-0014-0018		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Investigative Case Files of Historic Importance	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0288-2020-0014

Status: APPROVED
Date Approved: 04/22/2026

Item Description	Investigative files supporting cases meeting one or more of the following criteria: subject of the case is the Endowment Chair, National Council member, chief operating officer, or the equivalent of any of these positions; case attracts national or regional media attention; case results in a Congressional investigation; or case results in substantive changes in agency policy and procedures.
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	Other: Cutoff at the end of fiscal year in which case closed
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:30 cu ft ; Textual data:1 MB
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: 01/01/1988 To: 12/31/2007
Frequency of transfer	5
Are any of the records covered by this item subject to a FOIA exemption?	No
DAA-0288-2020-0014-0019 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Investigative Records

National Archives and Records Administration
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Records Schedule Number: DAA-0288-2020-0014

Status: APPROVED
Date Approved: 04/22/2026

Item Description	Records accumulated during investigations of fraud; waste; abuse of authority; research misconduct (fabrication, falsification, plagiarism); mismanagement; and misconduct in or pertaining to NEH programs and activities, as well as the programs and activities of those receiving financial assistance from NEH, and by those who do business with NEH. Records include correspondence relevant to the investigation; working papers of OIG staff; OIG investigative notes, internal memoranda, and other documents and records relating to the investigation; subpoenas issued by the Inspector General and documents submitted to OIG in response to subpoenas; criminal, civil, or administrative referrals; affidavits, statements, documentation and other information provided by subjects of the investigation, individuals with whom the subjects are associated, complainants, or witnesses; information provided by Federal, State, or local governmental investigative or law enforcement agencies, or other organizations; and draft and final reports, progress reports, and closing reports prepared by the OIG, with recommendations for corrective action.
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 at end of fiscal year in which the case is closed.
Retention Period	Other: Destroy seven (7) years after retired or when all administrative needs have ended
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No
DAA-0288-2020-0014-0020 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Legislatively-Mandated OIG Report Files

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0288-2020-0014

Status: APPROVED
Date Approved: 04/22/2026

Item Description	Records related to recurring reporting requirements applicable to the OIG. Records include the OIG Semiannual Reports to Congress.
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	Other: Cut off at the end of the calendar year in which the reports are sent to Congress
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:3 MB
Approximate first year of records covered by this authority	2014
Are any of the records covered by this item subject to a FOIA exemption?	No
DAA-0288-2020-0014-0021 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Independent Public Accounting (IPA) Monitoring Files
Item Description	Records accumulated in the process of the OIG's monitoring of contracted GAGAS engagements performed by independent public accounting firms (IPA) when the IPA serves as the auditor. Records include, but are not limited to, contract award documents; records documenting IPA staff qualifications; IPA peer review reports; IPA planning documents; correspondence/memoranda; meeting notes; IPA invoices; draft and final IPA reporting deliverables.
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

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Records Schedule Number: DAA-0288-2020-0014

Status: APPROVED
Date Approved: 04/22/2026

Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at end of fiscal year when the monitored engagement is completed.
Retention Period	Other: . Destroy seven (7) years after retired or when all administrative needs have ended.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No
DAA-0288-2020-0014-0022	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Special Project Case Files
Item Description	Records accumulated in the process of reviewing existing and proposed legislation and regulations relating to or impacting NEH programs and activities, including internal agency directives, new audit requirements, and other significant pronouncements. These may include records accumulated during special projects initiated in response to reports or new directives from the Government Accountability Office (GAO), the Office of Management and Budget (OMB), or the Council of the Inspectors General on Integrity and Efficiency (CIGIE). This item is not restricted to the activities listed above and may include other special projects assigned by the NEH Chairperson or other high-level officials. Records include written commentaries; supporting working papers and related records.
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 Explanation in Part?
NC1-288-80-2 / 46	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	

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Records Schedule Number: DAA-0288-2020-0014

Status: APPROVED
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Final Disposition	Permanent
Cutoff Instructions	Other: Cut off at the end of the fiscal year in which the project is closed, (i.e., when corrective action has been completed)
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:3 MB
Approximate first year of records covered by this authority	2014
Are any of the records covered by this item subject to a FOIA exemption?	No
DAA-0288-2020-0014-0023 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Guidelines
Item Description	Formal guidelines issued by the OIG for NEH grantees relating to audits, financial management, or any other activities under the jurisdiction of the OIG.
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 at the end of fiscal year in which the project was completed.
Retention Period	Destroy 7 year(s) after retired or when administrative needs end.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

Group Title	Office of the General Counsel
Group Description	General Counsel Records
DAA-0288-2020-0014-0024 STATUS: Active	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0288-2020-0014

Status: APPROVED
Date Approved: 04/22/2026

ITEM GENERAL INFORMATION	
Item Title	Legislative History Files
Item Description	Arranged chronologically by date Bound volumes containing copies of legislation, Congressional hearings, and other materials relating to NEH legislation. This series does not include formal comments made by the General 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?	Yes
Superseded Item	Superseded Items Item Superseded Explanation in Part?
NC1-288-80-2 / 35	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Other: Cutoff files annually at the 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:40 cu ft ; Textual data:1 MB
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: 01/01/1988 To: 12/31/2007
Frequency of transfer	5
Are any of the records covered by this item subject to a FOIA exemption?	No
DAA-0288-2020-0014-0025 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Legal Opinions and Comments on Legislation
	Arranged chronologically by date

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0288-2020-0014

Status: APPROVED
Date Approved: 04/22/2026

Item Description	Documents prepared by the Office of the General Counsel or NEH officials on interpretations of existing laws and regulations, or the effects of proposed laws and regulations governing the agency or having a direct effect on its operations. Records selected concern NEH's primary missions and normally exclude general opinions and comments relating to other Federal agencies. Included are formal comments on pending legislation prepared at the request of Congress or the Office of Management and Budget. Excluded are copies of bills, hearings, and statutes held for convenient reference.	
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
NC1-288-80-2 / 36	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Cutoff Instructions	Cut off at end of Calendar 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:5 MB	
Approximate first year of records covered by this authority	1988	
End year of records covered by this authority	Year: 2007	
Frequency of transfer	5	
Are any of the records covered by this item subject to a FOIA exemption?	No	
DAA-0288-2020-0014-0026		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	General Legal Files	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0288-2020-0014

Status: APPROVED
Date Approved: 04/22/2026

Item Description	Correspondence, memoranda, reports, and other documents maintained by the Office of the General Counsel related to general legal advice and matters not otherwise covered by this schedule. These include background and working materials within OGC and between OGC and other NEH offices that do not reflect final legal opinions.	
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
NC1-288-80-2 / 37	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cutoff files annually at the end of fiscal year.	
Retention Period	Other: Destroy no sooner than 10 years(s) after cutoff but longer retention is authorized	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

Group Title	Office of Planning and Budget, Office of Data and Evaluation	
Group Description	Planning and Budget Records	
DAA-0288-2020-0014-0027	STATUS: Active	
ITEM GENERAL INFORMATION		
Item Title	Program Evaluation Studies - Final Reports	
Item Description	Final reports released to the public or to the agency regarding the evaluation of NEH programs or research studies about the humanities.	
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
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Records Schedule Number: DAA-0288-2020-0014

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DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Cut off at end of Fiscal year when case closed.
Retention Period	Other: Destroy when administrative needs have ended.
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-0288-2020-0014

Status: APPROVED
Date Approved: 04/22/2026

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.