

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0508-2021-0003

Status: APPROVED
Date Approved: 04/22/2026

General Information

Agency or Establishment	Morris K. Udall and Stewart L. Udall Foundation
Record/Scheduling Group	0508 - Records of Scholarship and Fellowship Granting Foundations
Records Schedule Applies To	Agency-wide
Schedule Subject	Records of the Udall Foundation including records of the Education Programs and the John S. McCain III National Center for Environmental Conflict Resolution.
Additional Schedule Information	<p>The Morris K. Udall Foundation (Udall Foundation) was established by the U.S. Congress in 1992 as an independent executive branch agency to honor Morris K. Udall's lasting impact on this Nation's environment, public lands, and natural resources, and his support of the rights and self-governance of Native Americans and Alaska Natives (P.L. 102-259). The 1998 Environmental Policy and Conflict Resolution Act (P.L. 105-156) created the U.S. Institute for Environmental Conflict Resolution as a program of the Udall Foundation to assist parties in resolving environmental, public lands, and natural resources conflicts nationwide that involve Federal agencies or interests. In 2009, Congress enacted legislation to honor Stewart L. Udall and add his name to the Udall Foundation (P.L. 111-90). The agency is now known as the Morris K. Udall and Stewart L. Udall Foundation. In 2019, Congress enacted legislation to reauthorize the Udall Foundation and to amend the enabling legislation by renaming the U.S. Institute for Environmental Conflict Resolution as the John S. McCain III National Center for Environmental Conflict Resolution and to include the Stewart L. Udall Parks in Focus® program as a formal element of the Udall Foundation's Education Programs (P.L. 116-94). The Udall Foundation's enabling legislation is codified at 20 U.S.C. 5601-5609.</p> <p>Please note that the agency transferred the majority of it's non-electronic analog records to the Federal Records Center in 2023. Many of the records from the previous schedule, N1-508-05-01, are no longer included here, as they are either no longer being created by the agency or are captured elsewhere, such as the agencies Capstone NA-1005 schedule for email records.</p>
Is There a Classified Version of This Schedule?	No

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Is consultation and coordination with Tribal Governments required? Predate requirement

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Item Count

Total number of disposition items: 24

Number of Temporary disposition items: 11

Number of Permanent disposition items: 13

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-0508-2021-0003

Item #	Title	Disposition
0001	Records of the Executive Leadership of the Morris K. Udall and Stewart L. Udall Foundation (Udall Foundation) : Board of Trustees Files : Board of Trustees Activities	Permanent
0002	Records of the Executive Leadership of the Morris K. Udall and Stewart L. Udall Foundation (Udall Foundation) : Board of Trustees Files : Board of Trustees Subject Files	Permanent
0003	Records of the Executive Leadership of the Morris K. Udall and Stewart L. Udall Foundation (Udall Foundation) : Files of the Executive Director : Subject Files of the Executive Director	Permanent
0004	Records of the Executive Leadership of the Morris K. Udall and Stewart L. Udall Foundation (Udall Foundation) : Agency Leadership Team Files	Temporary
0005	Records of the Executive Leadership of the Morris K. Udall and Stewart L. Udall Foundation (Udall Foundation) : General Counsel Files	Permanent
0006	Records of the Executive Leadership of the Morris K. Udall and Stewart L. Udall Foundation (Udall Foundation) : Biographical Files : Executive Biographical Files	Permanent
0007	Records of the Executive Leadership of the Morris K. Udall and Stewart L. Udall Foundation (Udall Foundation) : Biographical Files : Nonexecutive Biographical Files	Temporary
0008	Records of the Executive Leadership of the Morris K. Udall and Stewart L. Udall Foundation (Udall Foundation) : Budget Requests and Congressional Justifications Files Prior to FY 2017	Permanent
0009	Records Common to All Udall Foundation Programs : News Releases Files	Permanent
0010	Records Common to All Udall Foundation Programs : Photography Files : Significant Still Photographs and Images Files	Permanent
0011	Records Common to All Udall Foundation Programs : Photography Files : Parks in Focus Photographs	Temporary

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0012	Records Common to All Udall Foundation Programs : Speeches Files : Executive Speeches	Permanent
0013	Records Common to All Udall Foundation Programs : Speeches Files : Nonexecutive Speeches	Temporary
0014	Records Common to All Udall Foundation Programs : Video Recordings Files	Permanent
0015	Records Common to All Udall Foundation Programs : Web Pages : Significant Content Posted on External Web Pages	Permanent
0016	Records Common to All Udall Foundation Programs : Web Pages : Routine Content Posted on External Web Pages	Temporary
0017	Records Common to All Udall Foundation Programs : Publications Files	Temporary
0018	Records of the Udall Foundation Education Programs : Application Files for Scholarship, Internship and Fellowship Programs	Temporary
0019	Records of the Udall Foundation Education Programs : Education Administrative Files	Temporary
0020	Records of the John S. McCain III National Center for Environmental Conflict Resolution (National Center) : Project Case Files	Permanent
0021	Records of the John S. McCain III National Center for Environmental Conflict Resolution (National Center) : Training Materials and Events	Temporary
0022	Records of the John S. McCain III National Center for Environmental Conflict Resolution (National Center) : National Center Roster Files : Roster Administrative Files Through FY 23	Temporary
0023	Records of the John S. McCain III National Center for Environmental Conflict Resolution (National Center) : National Center Roster Files : Roster Member Files Through FY 23	Temporary
0024	Records of the John S. McCain III National Center for Environmental Conflict Resolution (National Center) : Project Evaluation Records : Project Evaluation Reports	Permanent

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Records Schedule Items

Group Title	Records of the Executive Leadership of the Morris K. Udall and Stewart L. Udall Foundation (Udall Foundation) : Board of Trustees Files
Group Description	Records related to Board of Trustees Meetings and subject files.
DAA-0508-2021-0003-0001	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Board of Trustees Activities
Item Description	The contents of the files include final materials created for Board of Trustees meetings. Materials created for Board of Trustees Meetings include, but are not limited to, agendas, meeting minutes, Board Reports, Board Findings and Resolutions, Foundation and partner program presentations, and Board Operating Procedures. Digital Videos and Photographs have not been separated from these files in order to maintain the connection to the original record and respect series coherence. Board of Trustees records are filed by fiscal year of meeting, and thereunder by month of meeting. Potential PII.
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?
N1-508-05-001 / 1	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	

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Current Records Format	Digital moving pictures:10 GB ; Digital still images:10 GB ; Presentation formats:10 GB ; Structured data formats:10 GB ; Textual data:10 GB
Approximate first year of records covered by this authority	1994
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: 10/01/1994 To: 9/30/2010
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	Yes
FOIA Exemption(s)	FOIA (b)(2) Internal Personnel Rules and Practices, FOIA (b)(6) Personal Information, FOIA (b)(5) Inter-agency or Intra-agency Memorandums or Letters Not Available by Law
DAA-0508-2021-0003-0002 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Board of Trustees Subject Files
Item Description	Materials relating to the work of the Udall Foundation Board of Trustees outside of official meetings. The contents of the files include, but are not limited to, signed Findings and Resolutions of the Board of Trustees not already accounted for in Board of Trustees Activities. Digital Videos and Photographs have not been separated from these subject files in order to maintain the connection to the original record and respect series coherence. Board of Trustees Subject Files are organized by fiscal year and thereunder alphabetically. Potential PII.
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?
N1-508-05-001 / 3	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent

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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	Digital moving pictures:5 GB ; Digital still images:5 GB ; Presentation formats:5 GB ; Structured data formats:5 GB ; Textual data:5 GB
Approximate first year of records covered by this authority	1994
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: 10/01/1994 To: 9/30/2010
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	Yes
FOIA Exemption(s)	FOIA (b)(2) Internal Personnel Rules and Practices, FOIA (b)(5) Inter-agency or Intra-agency Memorandums or Letters Not Available by Law, FOIA (b)(6) Personal Information

Group Title	Records of the Executive Leadership of the Morris K. Udall and Stewart L. Udall Foundation (Udall Foundation) : Files of the Executive Director	
DAA-0508-2021-0003-0003	STATUS: Active	
ITEM GENERAL INFORMATION		
Item Title	Subject Files of the Executive Director	
Item Description	The contents of the files include, but are not limited to, final issuance of agency policies and procedures not otherwise covered under the GRS and final agency strategic plans. Subject Files of the Executive Director are organized by fiscal year and thereunder alphabetically. Vital 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 in Part?	Explanation

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N1-508-05-001 / 5	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	Presentation formats:5 GB ; Textual data:5 GB
Approximate first year of records covered by this authority	1995
Date span of the initial transfer	From: 10/1/1995 To: 9/30/2011
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	Yes
FOIA Exemption(s)	FOIA (b)(2) Internal Personnel Rules and Practices, FOIA (b)(6) Personal Information

Group Title	Records of the Executive Leadership of the Morris K. Udall and Stewart L. Udall Foundation (Udall Foundation)
Group Description	Records related to the Board of Trustees, Executive Director, General Counsel, and Agency Leadership Team
DAA-0508-2021-0003-0004	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Agency Leadership Team Files
Item Description	The leadership team members are designated by the Executive Director. The contents of the files include, but are not limited to, Standard Operating Procedures, leave schedules, weekly priorities and agency policies and procedures not otherwise covered under the GRS or Subject Files of the Executive Director, and Foundation Leadership Team meeting summaries. Agency leadership team files are organized by fiscal year and thereunder alphabetically. Vital 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

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Superseded Items	
Superseded Item	Item Superseded in Part? Explanation
N1-508-05-001 / 6	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 cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No
DAA-0508-2021-0003-0005	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	General Counsel Files
Item Description	The contents of the files include, but are not limited to, significant correspondence, memoranda, reports, and other records relating to, but not limited to, such subjects as legal interpretations, litigation, nomination and appointment of Udall Foundation Trustees, relations with other Federal and State agencies, and significant disputes and cases. Digital Videos and Photographs have not been separated from these files in order to maintain the connection to the original record and respect series coherence. General Counsel files are organized alphabetically by general subject topic and thereunder chronologically. Contains PII. Vital 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 in Part? Explanation
N1-508-05-001 / 7	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	

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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	Digital moving pictures:5 GB ; Digital still images:5 GB ; Presentation formats:5 GB ; Structured data formats:5 GB ; Textual data:5 GB
Approximate first year of records covered by this authority	1995
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: 10/01/1995 To: 9/30/2011
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	Yes
FOIA Exemption(s)	FOIA (b)(2) Internal Personnel Rules and Practices, FOIA (b)(3) Statute, FOIA (b)(5) Inter-agency or Intra-agency Memorandums or Letters Not Available by Law, FOIA (b)(6) Personal Information
What is the related statute for the FOIA B(3) exemption?	104-320, 5 U.S.C. §574

Group Title	Records of the Executive Leadership of the Morris K. Udall and Stewart L. Udall Foundation (Udall Foundation) : Biographical Files
DAA-0508-2021-0003-0006	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Executive Biographical Files
Item Description	Official biographical descriptions and photographs of Udall Foundation Trustees and Agency Leadership Team members. Biographical files are organized alphabetically. Contains PII.
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

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Superseded Item	Item Superseded in Part?	Explanation
N1-508-05-001 / 3	Yes	Only superseding the photographs and biographies of Board members previously scheduled in N1-508-05-001 / 3.
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Cutoff Instructions	Other: Cut off at end of calendar year in which employee departs.	
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 GB	
Approximate first year of records covered by this authority	1995	
Date span of the initial transfer	From: 10/01/1995 To: 09/30/2011	
Frequency of transfer	1	
Are any of the records covered by this item subject to a FOIA exemption?	No	
DAA-0508-2021-0003-0007		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Nonexecutive Biographical Files	
Item Description	Official biographical descriptions and photographs of staff below the Agency Leadership Team level. Biographical files are organized alphabetically. Contains PII.	
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 calendar year in which employee departs.	
Retention Period	Destroy 3 year(s) after cutoff	
ADDITIONAL INFORMATION		

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

Group Title	Records of the Executive Leadership of the Morris K. Udall and Stewart L. Udall Foundation (Udall Foundation)	
Group Description	Records related to the Board of Trustees, Executive Director, General Counsel, and Agency Leadership Team	
DAA-0508-2021-0003-0008	STATUS: Active	
ITEM GENERAL INFORMATION		
Item Title	Budget Requests and Congressional Justifications Files Prior to FY 2017	
Item Description	The contents of the files include final versions of Udall Foundation Budget Requests and Congressional Justifications submitted to the Office of Management and Budget (OMB) and Congress prior to Fiscal Year 2017. This item only applies to records created in FY 2016 and earlier. All records that fall under this series created in FY 2017 and later are covered by GRS 1.3, item 010. The files are organized by fiscal year and thereunder alphabetically.	
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
N1-508-05-001 / 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 cutoff	
ADDITIONAL INFORMATION		
Current Records Format	Textual data:10 GB ; Structured data formats:5 GB	

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Approximate first year of records covered by this authority	1996
End year of records covered by this authority	Year: 2016
Date span of the initial transfer	From: --/--/1996 To: --/--/2011
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	No

Group Title	Records Common to All Udall Foundation Programs
Group Description	Records related to publications, speeches, news releases, video recordings, still photographs and images, routine photographs and images, etc.

DAA-0508-2021-0003-0009 **STATUS: Active**

ITEM GENERAL INFORMATION

Item Title	News Releases Files
Item Description	The contents of the files include press statements or announcements not otherwise covered by the GRS. This may include press statements or announcements issued by the Udall Foundation for distribution to the news media regarding significant events such as, but not limited to, program milestones, the adoption of new agency programs, the termination of old programs, and changes in senior agency personnel. News release files are arranged by fiscal year and thereunder alphabetically.
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?
N1-508-05-001 / 10	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

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Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff
ADDITIONAL INFORMATION	
Current Records Format	Textual data:5 GB
Approximate first year of records covered by this authority	1995
Date span of the initial transfer	From: 10/01/1995 To: 9/30/2011
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	No

Group Title	Records Common to All Udall Foundation Programs : Photography Files	
DAA-0508-2021-0003-0010	STATUS: Active	
ITEM GENERAL INFORMATION		
Item Title	Significant Still Photographs and Images Files	
Item Description	The contents of the files include significant still photographs and images created, commissioned, or acquired by the Udall Foundation for news releases or public relations purposes, documenting such subjects as Udall Foundation programs, special events, conferences, exhibits, and formal speeches and presentations. Files are organized by fiscal year and thereunder by topic or event.	
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
N1-508-05-001 / 18/A	No	
N1-508-05-001 / 18/B	No	
N1-508-05-001 / 18/C	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	

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Transfer Instruction	Transfer to the National Archives 5 year(s) after cutoff
ADDITIONAL INFORMATION	
Current Records Format	Digital still images:50 GB
Approximate first year of records covered by this authority	1995
Date span of the initial transfer	From: 10/01/1995 To: 9/30/2000
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	No
DAA-0508-2021-0003-0011	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Parks in Focus Photographs
Item Description	The contents of the files include still photographs from the Parks in Focus program that are uncaptioned or were created for the purpose of selecting the best quality image(s) necessary to document the subject but not selected as a record copy for the Still Photographs and Images Files. These records include Parks In Focus images taken by public and youth participants that do not contain any mission related information. Any highlighted photographs taken during the Parks in Focus program that are used in exhibits or in web content will be captured as a permanent record under Significant Still Photographs and Images item.
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 cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

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Group Title	Records Common to All Udall Foundation Programs : Speeches Files	
Group Description	Public speeches, presentations, remarks, and comments delivered by Udall Foundation employees and select Trustees.	
DAA-0508-2021-0003-0012	STATUS: Active	
ITEM GENERAL INFORMATION		
Item Title	Executive Speeches	
Item Description	The contents of the files include, but are not limited to, prepared public speeches, presentations, and remarks made at formal events by the Chair and Vice Chair of the Board of Trustees, the Executive Director, and members of the Agency Leadership Team on behalf of the Udall Foundation. The records are filed by fiscal year and thereunder alphabetically by the name of the event or subject of the speech, presentation, and remarks.	
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
N1-508-05-001 / 9	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 GB	
Approximate first year of records covered by this authority	1995	
End year of records covered by this authority	Still being created	
Date span of the initial transfer	From: 10/01/1995 To: 9/30/2011	
Frequency of transfer	1	

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Are any of the records covered by this item subject to a FOIA exemption?	No
DAA-0508-2021-0003-0013	
STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Nonexecutive Speeches
Item Description	The contents of the files include, but are not limited to, prepared public speeches, presentations, and remarks made at formal events by staff below the Agency Leadership Team level on behalf of the Udall Foundation. The records are filed by fiscal year and thereunder alphabetically by the name of the event or subject of the speech, presentation, and remarks.
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
N1-508-05-001 / 9	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 cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

Group Title	Records Common to All Udall Foundation Programs
Group Description	Records related to publications, speeches, news releases, video recordings, still photographs and images, routine photographs and images, etc.
DAA-0508-2021-0003-0014	
STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Video Recordings Files

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Item Description	The contents of the files include official video recordings created or commissioned by the Udall Foundation documenting public Udall Foundation-sponsored events. Subjects include, but are not limited to, major programmatic events (e.g., Scholar Orientation), and memorial events and speeches by the Chair and Vice Chair of the Board of Trustees and the Executive Director. The videos are organized by fiscal year and thereunder alphabetically by video title.	
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
N1-508-05-001 / 11	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	Digital moving pictures:10 GB	
Approximate first year of records covered by this authority	2009	
Date span of the initial transfer	From: 10/01/2009 To: 9/30/2025	
Frequency of transfer	1	
Are any of the records covered by this item subject to a FOIA exemption?	No	

Group Title	Records Common to All Udall Foundation Programs : Web Pages
DAA-0508-2021-0003-0015	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Significant Content Posted on External Web Pages

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0508-2021-0003

Status: APPROVED
Date Approved: 04/22/2026

Item Description	Original web content that highlights significant content related to agency programs, upcoming events, historical information, and news. Includes original content not duplicated in other records scheduled by the agency or the General Records Schedule. Examples include, but are not limited to, Mission and History web pages, Udall Archives web pages, and content related to major program and agency milestones (e.g., 25th anniversary). Web content files are arranged by fiscal year and thereunder by name of web page.
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	Web records:50 GB
Approximate first year of records covered by this authority	2020
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: 10/1/2020 To: 9/30/2036
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	No
DAA-0508-2021-0003-0016	
STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Routine Content Posted on External Web Pages

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0508-2021-0003

Status: APPROVED
Date Approved: 04/22/2026

Item Description	Original web content that highlights routine content related to agency programs and administration. Includes original content not duplicated in other records scheduled by the agency or the General Records Schedule. Examples include, but are not limited to, job advertisements, training schedules, and contact information. Web content files are arranged by fiscal year and thereunder by name of web page.
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 cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

Group Title	Records Common to All Udall Foundation Programs
Group Description	Records related to publications, speeches, news releases, video recordings, still photographs and images, routine photographs and images, etc.
DAA-0508-2021-0003-0017	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Publications Files
Item Description	Publications produced by the Udall Foundation and its programs. The contents of the files include, but are not limited to, flyers and calendars used only as promotion for agency programs. Information includes application deadlines, contact information, and brief program summaries. The publications are organized by fiscal year and thereunder alphabetically by publication topic.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0508-2021-0003

Status: APPROVED
Date Approved: 04/22/2026

Does this item supersede existing disposition authorities?	Yes
	Superseded Items
Superseded Item	Item Superseded in Part? Explanation
N1-508-05-001 / 8	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 cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

Group Title	Records of the Udall Foundation Education Programs
Group Description	Records related to the Udall Foundation's Undergraduate Scholarship, Native American Congressional Internship, Graduate Fellowship, and Parks in Focus programs.
DAA-0508-2021-0003-0018	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Application Files for Scholarship, Internship and Fellowship Programs
Item Description	Application files for both awardees and non-awardees. File contents may include, but are not limited to, applications, transcripts, letters of recommendation, and notes on evaluation. Contains PII.
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
N1-508-05-001 / 15	No
N1-508-05-001 / 16	No

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0508-2021-0003

Status: APPROVED
Date Approved: 04/22/2026

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

Group Title	Records of the John S. McCain III National Center for Environmental Conflict Resolution (National Center)
Group Description	Records related the National Center for Environmental Conflict Resolution, including project case files, training materials, roster materials, and project evaluation.

DAA-0508-2021-0003-0020 **STATUS: Active**

ITEM GENERAL INFORMATION	
Item Title	Project Case Files
Item Description	Files of all Projects administered by the National Center for Environmental Conflict Resolution. Projects relate to the provision of services by the NCECR to assist all parties in resolving environmental, natural resource, or public lands disputes involving the Federal government. Project Case Files include, but are not limited to, final reports, summaries of meetings, assessment reports, and other significant information documenting the initiation, progress, and completion or termination of projects. Digital Videos and Photographs have not been separated from these case files in order to maintain the connection to the original record and respect series coherence. This material may be restricted according to Public Law 104-320, 5 U.S.C. §574. Project files, which are created for each specific project, are arranged by fiscal year and then name of the individual case and project type. Potential PII.
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
N1-508-05-001 / 23	No	
Is this item a deviation from the GRS?	No	

DISPOSITION INSTRUCTION

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0508-2021-0003

Status: APPROVED
Date Approved: 04/22/2026

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	Digital still images:10 GB ; Digital moving pictures:10 GB ; Presentation formats:10 GB ; Structured data formats:10 GB ; Textual data:10 GB
Approximate first year of records covered by this authority	1995
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: 10/01/1995 To: 9/30/2011
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	Yes
FOIA Exemption(s)	FOIA (b)(3) Statute
What is the related statute for the FOIA B(3) exemption?	Public Law 104-320, 5 U.S.C. §574
DAA-0508-2021-0003-0021 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Training Materials and Events
Item Description	Training materials related to training courses developed by NCECR and delivered to federal or other government agency staff or members of the public regarding environmental conflict resolution. These records include training manuals, agendas, course descriptions, syllabi, policies related to payment and cancellation, logistical information such as course date and location, and training evaluation summary 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

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Records Schedule Number: DAA-0508-2021-0003

Status: APPROVED
Date Approved: 04/22/2026

Cutoff Instructions	Other: Cut-off at the end of the fiscal year in which the contract is closed or course is offered.
Retention Period	Destroy 3 year(s) after cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

Group Title	Records of the John S. McCain III National Center for Environmental Conflict Resolution (National Center) : National Center Roster Files	
DAA-0508-2021-0003-0022	STATUS: Active	
ITEM GENERAL INFORMATION		
Item Title	Roster Administrative Files Through FY 23	
Item Description	Records relating to the National Roster of the Environmental Dispute Resolution Professionals. The files consist of documents related to roster administration and maintenance. This includes information related to any changes to the application form or criteria for membership. The roster was transferred outside the agency in FY23 and after this point, no records were created. These records are arranged by fiscal year. Contains PII.	
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
N1-508-05-001 / 24	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 cutoff	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		No

National Archives and Records Administration
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Records Schedule Number: DAA-0508-2021-0003

Status: APPROVED
Date Approved: 04/22/2026

GAO Approval Required	No
DAA-0508-2021-0003-0023 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Roster Member Files Through FY 23
Item Description	Copies of all applications for accepted and unqualified/not accepted members to the National Roster of the Environmental Dispute Resolution and Consensus Building Professionals that were completed on-line. Records include applications, communications that express interest, significant notes made during the evaluation process, and any additional information used to review the applications. Records also include requests made by individuals to be referred to the Roster Members. The roster was transferred outside the agency in FY23 and after this point, no records were created. Contains PII.
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?
N1-508-05-001 / 25	No
N1-508-05-001 / 26	No
N1-508-05-001 / 27	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff at the end of the fiscal year in which the application was filed.
Retention Period	Destroy 3 year(s) after cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

Group Title	Records of the John S. McCain III National Center for Environmental Conflict Resolution (National Center) : Project Evaluation Records
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National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0508-2021-0003

Status: APPROVED
Date Approved: 04/22/2026

DAA-0508-2021-0003-0024		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Project Evaluation Reports	
Item Description	The compiled report that summarizes the evaluation of a training course or facilitation. These reports summarize the results from Project Evaluation Analysis Records, discuss findings as they relate to program performance, and are reviewed by the training and project teams to improve future activities. Project Evaluation reports are organized by fiscal year and then by type of service.	
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
N1-508-05-001 / 29	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 GB	
Approximate first year of records covered by this authority	1995	
Date span of the initial transfer	From: 10/01/1995 To: 9/30/2011	
Frequency of transfer	1	
Are any of the records covered by this item subject to a FOIA exemption?	Yes	
FOIA Exemption(s)	FOIA (b)(6) Personal Information	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0508-2021-0003

Status: APPROVED
Date Approved: 04/22/2026

Signatory Information

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

DAA-0508-2021-0003, Udall Foundation, Comprehensive Schedule, Crosswalk

Current Item Number	Current Item Title	Current Retention	Current Retention Period	Previous Item Number	Previous Item Name	Notes
DAA-0508-2021-0003-0001	Records of the Executive Leadership of the Morris K. Udall and Stewart L. Udall Foundation (Udall Foundation) : Board of Trustees Files : Board of Trustees Activities	Permanent	Transfer to the National Archives 15 year(s) after cutoff	N1-508-05-001 / 1	Board of Trustees Files.	
DAA-0508-2021-0003-0002	Records of the Executive Leadership of the Morris K. Udall and Stewart L. Udall Foundation (Udall Foundation) : Board of Trustees Files : Board of Trustees Subject Files	Permanent	Transfer to the National Archives 15 year(s) after cutoff	N1-508-05-001 / 3	Board of Trustees Subject Files.	
DAA-0508-2021-0003-0003	Records of the Executive Leadership of the Morris K. Udall and Stewart L. Udall Foundation (Udall Foundation) : Files of the Executive Director : Subject Files of the Executive Director	Permanent	Transfer to the National Archives 15 year(s) after cutoff	N1-508-05-001 / 5	General Correspondence and Subject Files of the Executive Director	
DAA-0508-2021-0003-0004	Records of the Executive Leadership of the Morris K. Udall and Stewart L. Udall Foundation (Udall Foundation) : Agency Leadership Team Files	Temporary	Destroy 3 year(s) after cutoff	N1-508-05-001 / 6	Executive Management Team Files	
DAA-0508-2021-0003-0005	Records of the Executive Leadership of the Morris K. Udall and Stewart L. Udall Foundation (Udall Foundation) : General Counsel Files	Permanent	Transfer to the National Archives 15 year(s) after cutoff	N1-508-05-001 / 7	Records of the Legal Counsel	
DAA-0508-2021-0003-0006	Records of the Executive Leadership of the Morris K. Udall and Stewart L. Udall Foundation (Udall Foundation) : Biographical Files : Executive Biographical Files	Permanent	Transfer to the National Archives 15 year(s) after cutoff	N1-508-05-001 / 3	Board of Trustees Subject Files.	DAA-0508-2021-0003-0006 supersedes the photographs and biographies of Board members previously scheduled in N1-508-05-001 / 3.
DAA-0508-2021-0003-0007	Records of the Executive Leadership of the Morris K. Udall and Stewart L. Udall Foundation (Udall Foundation) : Biographical Files : Nonexecutive Biographical Files	Temporary	Destroy 3 year(s) after cutoff			New Item
DAA-0508-2021-0003-0008	Records of the Executive Leadership of the Morris K. Udall and Stewart L. Udall Foundation (Udall Foundation) : Budget Requests and Congressional Justifications Files Prior to FY 2017	Permanent	Cut off at end of Fiscal year. Transfer to the National Archives 15 year(s) after cutoff	N1-508-05-001 / 12	Compliance Reports	Covers budget records prior to FY2017. See GRS 1.3 for budget records after FY2017.
DAA-0508-2021-0003-0009	Records Common to All Udall Foundation Programs : News Releases Files	Permanent	Transfer to the National Archives 15 year(s) after cutoff	N1-508-05-001 / 10	News Releases	
DAA-0508-2021-0003-0010	Records Common to All Udall Foundation Programs : Photography Files : Significant Still Photographs and Images Files	Permanent	Transfer to the National Archives 15 year(s) after cutoff	N1-508-05-001 / 18/ A, B & C	Still Photographs and Images	
DAA-0508-2021-0003-0011	Records Common to All Udall Foundation Programs : Photography Files : Parks in Focus Photographs	Temporary	Destroy 3 year(s) after cutoff			New Item. Any routine photos now covered by GRS 6.4, 050
DAA-0508-2021-0003-0012	Records Common to All Udall Foundation Programs : Speeches Files : Executive Speeches	Permanent	Transfer to the National Archives 15 year(s) after cutoff	N1-508-05-001 / 9	Speech Files	
DAA-0508-2021-0003-0013	Records Common to All Udall Foundation Programs : Speeches Files : Nonexecutive Speeches	Temporary	Destroy 3 year(s) after cutoff	N1-508-05-001 / 9	Speech Files	
DAA-0508-2021-0003-0014	Records Common to All Udall Foundation Programs : Video Recordings Files	Permanent	Transfer to the National Archives 15 year(s) after cutoff	N1-508-05-001 / 11	Video Recordings	
DAA-0508-2021-0003-0015	Records Common to All Udall Foundation Programs : Web Pages : Significant Content Posted on External Web Pages	Permanent	Transfer to the National Archives 15 year(s) after cutoff			New Item
DAA-0508-2021-0003-0016	Records Common to All Udall Foundation Programs : Web Pages : Routine Content Posted on External Web Pages	Temporary	Destroy 3 year(s) after cutoff			New Item
DAA-0508-2021-0003-0017	Records Common to All Udall Foundation Programs : Publications Files	Temporary	Destroy 3 year(s) after cutoff	N1-508-05-001 / 8	Publication Files	
DAA-0508-2021-0003-0018	Records of the Udall Foundation Education Programs : Application Files for Scholarship, Internship and Fellowship Programs	Temporary	Destroy 3 year(s) after cutoff	N1-508-05-001 / 15, 16	Recipient Files, Non-winner Applications for Education Awards	
DAA-0508-2021-0003-0019	Records of the Udall Foundation Education Programs : Education Administrative Files	Temporary	Destroy 3 year(s) after cutoff	N1-508-05-001 / 13, N1-508-05-001 / 19	General Program Correspondence, Subject Files of the Education Program	
DAA-0508-2021-0003-0020	Records of the John S. McCain III National Center for Environmental Conflict Resolution (National Center) : Project Case Files	Permanent	Transfer to the National Archives 15 year(s) after cutoff	N1-508-05-001 / 23	Project Case Files	
DAA-0508-2021-0003-0021	Records of the John S. McCain III National Center for Environmental Conflict Resolution (National Center) : Training Materials and Events	Temporary	Destroy 3 year(s) after cutoff			New Item
DAA-0508-2021-0003-0022	Records of the John S. McCain III National Center for Environmental Conflict Resolution (National Center) : National Center Roster Files : Roster Administrative Files Through FY 23	Temporary	Destroy 3 year(s) after cutoff	N1-508-05-001 / 24	Roster Development and Administrative Files	
DAA-0508-2021-0003-0023	Records of the John S. McCain III National Center for Environmental Conflict Resolution (National Center) : National Center Roster Files : Roster Member Files Through FY 23	Temporary	Destroy 3 year(s) after cutoff	N1-508-05-001 / 25, 26 & 27	Roster Member Files, Files of Non-Roster Practitioners, and Roster Referral Case Files	
DAA-0508-2021-0003-0024	Records of the John S. McCain III National Center for Permanent Environmental Conflict Resolution (National Center) : Project Evaluation Records : Project Evaluation Reports	Permanent	Transfer to the National Archives 15 year(s) after cutoff	N1-508-05-001 / 29	Evaluation Reports	
			ITEMS THAT WERE REMOVED or NOW COVERED BY GRS			
				N1-508-05-001 / 2	Correspondence of the Chairperson of the Board of Trustees	Chairperson is Capstone official and all communications conducted electronically. Correspondence now captured within email, which is scheduled under Capstone GRS-6-1-0508-2023-0002, Approved 8/30/2023

DAA-0508-2021-0003, Udall Foundation, Comprehensive Schedule, Crosswalk

Current Item Number	Current Item Title	Current Retention	Current Retention Period	Previous Item Number	Previous Item Name	Notes
				N1-508-05-001 / 4	Advisory Committee Files	Records no longer created. Foundation does not conduct advisory committees. Historical records were sent to FRC in 2023.
				N1-508-05-001 / 12	Compliance Reports	Covered under GRS 5.7 (Administrative Management and Oversight Records), Item 010 (Administrative internal control management records), Item 050 (Mandatory reports to external federal entities regarding administrative activities) and new SF-115 Item DAA-0508-2021-0003-0008.
				N1-508-05-001 / 14	Electronic Mail and Word Processing	Board of Trustees are Capstone officials and all communications conducted electronically. Email records are now scheduled under Capstone GRS-6-1-0508-2023-0002, Approved 8/30/2023
				N1-508-05-001 / 17	Recipient Financial Records.	Now covered by GRS 1.1, 010
				N1-508-05-001 / 18/ D	Routine Photographs and Images	Now covered by GRS 6.4, 050
				N1-508-05-001 / 20	Correspondence and Subject Files of the Director of the U.S> Institute for Environmental Conflict Resolution	Director is Capstone official and all communications conducted electronically. Correspondence now captured within email, which is scheduled under Capstone GRS-6-1-0508-2023-0002, Approved 8/30/2023
				N1-508-05-001 / 21	Routine and Administrative Correspondence and Subject Files of the Director of the U.S. Institute for Environmental Conflict Resolution.	Director is Capstone official and all communications conducted electronically. Correspondence now captured within email, which is scheduled under Capstone GRS-6-1-0508-2023-0002, Approved 8/30/2023
				N1-508-05-001 / 22	Project Contract Files	Covered under GRS 1.1: Financial Management and Reporting Records
				N1-508-05-001 / 28	Evaluation Development Records	Now covered by GRS 5.7, 050
				N1-508-05-001 / 30	Evaluation Databases	N1-508-05-001 / 30/A is now GRS 5.2, Item 020. N1-508-05-001 / 30/B is now GRS 5.7, Item 050. N1-508-05-001 / 30/C1 is now GRS 5.2, Item 020. N1-508-05-001 / 30/C2 is now GRS 5.2, Item 050. N1-508-05-001 / 30/D is now GRS 3.1, Item 051.



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.