

Request for Records Disposition Authority

Records Schedule Number **DAA-0536-2018-0002**

Schedule Status **Approved**

Agency or Establishment **Advisory Council on Historic Preservation**

Record Group / Scheduling Group **Records of the Advisory Council on Historic Preservation**

Records Schedule applies to **Major Subdivision**

Major Subdivision **Advisory Council on Historic Preservation**

Schedule Subject **Agency records**

Internal agency concurrences will be provided **No**

Background Information

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
5	3	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0536-2018-0002

Sequence Number	
1	Youth Initiatives Final Products Disposition Authority Number: DAA-0536-2018-0002-0001
2	Youth Initiatives Working and Draft Materials Disposition Authority Number: DAA-0536-2018-0002-0002
3	Sustainability and Climate Adaptation Program Final Products Disposition Authority Number: DAA-0536-2018-0002-0003
4	Youth Initiatives Development Records Disposition Authority Number: DAA-0536-2018-0002-0004
5	Youth Initiatives Outreach Records Disposition Authority Number: DAA-0536-2018-0002-0005

Records Schedule Items

Sequence Number		
1	Youth Initiatives Final Products Disposition Authority Number DAA-0536-2018-0002-0001 Final reports, newsletters, development and outreach reports, tribal consultation records, presentations, course curriculum for roundtables and workshops, Youth Summit handouts, pamphlets, and strategic plans related to the Youth Initiatives Program and the Native Youth Program that provide information on historic preservation and careers specifically to youth, students, and young professionals, including native youth. Also includes final training products for colleges and universities, as well as other final presentations to engage youth in historic preservation. Final Disposition Permanent Item Status Active Is this item media neutral? Yes Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes Do any of the records covered by this item exist as structured electronic data? No Disposition Instruction Cutoff Instruction Cut off when report or other product is final. Transfer to the National Archives for Accessioning Transfer to the National Archives in 5 year blocks when the newest records are dated 15 year(s) after cut off Additional Information First year of records accumulation 2015 What will be the date span of the initial transfer of records to the National Archives? From 2015 To 2019 How frequently will your agency transfer these records to the National Archives? Every 5 Years	
	Estimated Current Volume	Annual Accumulation

Electronic/Digital	285 MB	50 MB
Paper	.2 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

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Youth Initiatives Working and Draft Materials

Disposition Authority Number **DAA-0536-2018-0002-0002**

Draft reports and other draft or working products related to the Youth Initiatives Program and the Native Youth Program that provide information on historic preservation and careers specifically to youth, students, and young professionals, including native youth, draft training products, including event planning, for colleges and universities, as well as other outreach materials to engage youth in historic preservation.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

GRS or Superseded Authority Citation **DAA-GRS-2016-0005-0001
DAA-GRS-2016-0005-0003**

Disposition Instruction

Cutoff Instruction **Cut off each calendar year.**

Retention Period **Destroy 3 year(s) after cut or when no longer needed for reference, whichever is longer.**

Additional Information

GAO Approval **Not Required**

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Sustainability and Climate Adaptation Program Final Products

Disposition Authority Number **DAA-0536-2018-0002-0003**

Records concerning the ACHP's work on sustainability and climate adaptation, including but not limited to its response to the issuance of Executive Order 13514, creation of and work of the ACHP Task Force on Sustainability and Historic Preservation (2009-2013), and documentation of its participation in and work for the Council on Climate Preparedness and Resilience. Material includes Task Force minutes, agendas and presentations, ACHP position statements and comments, and documents related to the development of the ACHP guidance document, "Sustainability and Historic Federal Buildings" and materials related to the research, development, and annual publication of the ACHP's Strategic Sustainability Performance Plan and climate adaptation plan in compliance with Executive Order 13514.

Final Disposition Permanent

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? No

Disposition Instruction

Cutoff Instruction Cut off each calendar year.

Transfer to the National Archives for Accessioning Transfer to the National Archives in 5 year blocks when the newest records are dated 15 year(s) after cut off

Additional Information

First year of records accumulation 2009

What will be the date span of the initial transfer of records to the National Archives? From 2009 To 2013

How frequently will your agency transfer these records to the National Archives? Every 5 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	150 MB	10 MB
Paper	2 Cubic feet	

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Microform		
Hardcopy or Analog Special Media		

Youth Initiatives Development Records

Disposition Authority Number **DAA-0536-2018-0002-0004**

Records include meeting minutes; agendas for meetings, roundtables, and workshops; Youth Summit agendas and work plans; partnership agreements and correspondence; and related items.

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

Disposition Instruction

Cutoff Instruction **Cut off each calendar year**

Transfer to the National Archives for Accessioning **Transfer to the National Archives in 5 year blocks when the newest records are dated 15 year(s) after cut off**

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 2015 To 2019**

How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	320 MB	50 MB
Paper	.2 Cubic feet	

Microform		
Hardcopy or Analog Special Media		

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Youth Initiatives Outreach Records

Disposition Authority Number DAA-0536-2018-0002-0005

Records include feedback surveys and summaries; Youth Summit agendas, handouts, and pamphlets where the ACHP was just a participant (and not the lead) and the materials were created by other agencies, private organizations, or state governments.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? No

Disposition Instruction

Cutoff Instruction Cut off each calendar year

Retention Period Destroy 3 year(s) after cut off or when no longer needed for reference, whichever is longer

Additional Information

GAO Approval Not Required

Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
10/05/2017	Certify	Kelly Fanizzo	Associate General Counsel	Advisory Council on Historic Preservation - Advisory Council on Historic Preservation
12/18/2017	Return for Revision	Carla Simms	Archives Specialist	National Archives and Records Administration - Records Management Operations
01/16/2018	Submit For Certification	Kelly Fanizzo	Associate General Counsel	Advisory Council on Historic Preservation - Advisory Council on Historic Preservation
01/16/2018	Certify	Kelly Fanizzo	Associate General Counsel	Advisory Council on Historic Preservation - Advisory Council on Historic Preservation
02/07/2018	Return for Revision	Carla Simms	Archives Specialist	National Archives and Records Administration - Records Management Operations
02/23/2018	Submit For Certification	Kelly Fanizzo	Associate General Counsel	Advisory Council on Historic Preservation - Advisory Council on Historic Preservation
02/23/2018	Certify	Kelly Fanizzo	Associate General Counsel	Advisory Council on Historic Preservation - Advisory Council on Historic Preservation
05/30/2018	Submit for Concurrence	Carla Simms	Archives Specialist	National Archives and Records Administration - Records Management Operations

05/30/2018	Concur	Kate Flaherty	Appraiser	National Archives and Records Administration - ACRA
05/30/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/31/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist