

## Request for Records Disposition Authority

Records Schedule Number      DAA-0536-2022-0001

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      Agency-wide

Schedule Subject      ACHP Internship & Federal Partnership Award files

Internal agency concurrences will  
be provided      No

Background Information      Records relating to the ACHP's Internship Program and Award  
Program

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	2	1	0

GAO Approval

## Outline of Records Schedule Items for DAA-0536-2022-0001

Sequence Number	
1	Internship Program Disposition Authority Number: DAA-0536-2022-0001-0001
2	Draft and Working Internship Program Records Disposition Authority Number: DAA-0536-2022-0001-0002
3	Advisory Council on Historic Preservation/National Trust for Historic Preservation Award for Federal Partnerships in Historic Preservation files Disposition Authority Number: DAA-0536-2022-0001-0003

## Records Schedule Items

Sequence Number											
1	<b>Internship Program</b> Disposition Authority Number <b>DAA-0536-2022-0001-0001</b>  Final reports and other final products related to the establishment and implementation of the ACHP's internship program, which provides students and young professionals the opportunity to participate in internships supervised by ACHP professionals, undertake research and produce products advancing ACHP's work, and network with preservation partners.  Final Disposition <b>Permanent</b> Item Status <b>Active</b> Is this item media neutral? <b>Yes</b> Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? <b>Yes</b> Do any of the records covered by this item exist as structured electronic data? <b>No</b>  <b>Disposition Instruction</b> Cutoff Instruction <b>End of FY when report or other product is finalized</b> Transfer to the National Archives for Accessioning <b>Transfer to the National Archives 5 year(s) after cut off</b>  <b>Additional Information</b> First year of records accumulation <b>2012</b> What will be the date span of the initial transfer of records to the National Archives? <b>From 2012 To 2017</b> How frequently will your agency transfer these records to the National Archives? <b>Every 5 Years</b>										
	<table border="1"> <thead> <tr> <th></th> <th>Estimated Current Volume</th> <th>Annual Accumulation</th> </tr> </thead> <tbody> <tr> <td>Electronic/Digital</td> <td>1 MB</td> <td></td> </tr> <tr> <td>Paper</td> <td>3 Cubic feet</td> <td></td> </tr> </tbody> </table>			Estimated Current Volume	Annual Accumulation	Electronic/Digital	1 MB		Paper	3 Cubic feet	
	Estimated Current Volume	Annual Accumulation									
Electronic/Digital	1 MB										
Paper	3 Cubic feet										

Microform		
Hardcopy or Analog Special Media		

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## Draft and Working Internship Program Records

Disposition Authority Number **DAA-0536-2022-0001-0002**

Draft and working materials and correspondence used in the development, recruitment, promotion, administration, evaluation and improvement of the ACHP's internship program, which provides students and young professionals the opportunity to participate in internships supervised by ACHP professionals, undertake research and produce products advancing ACHP's work, and network with preservation partners.

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 at the end of the fiscal year.**

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

## Additional Information

GAO Approval **Not Required**

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## Advisory Council on Historic Preservation/National Trust for Historic Preservation Award for Federal Partnerships in Historic Preservation files

Disposition Authority Number **DAA-0536-2022-0001-0003**

Files include background information, calls for nominations, nominations, ACHP staff review, jury review, awardee notification, materials relating to ceremony components, including press releases, guest lists, certificates, Chairman's remarks, video presentations, and related materials.

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**

GRS or Superseded Authority Citation **DAA-0536-2013-0007-0053**

**Disposition Instruction**

Cutoff Instruction **Cut off after each annual award cycle ends.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 5 year(s) after cut off**

**Additional Information**

First year of records accumulation **2002**

What will be the date span of the initial transfer of records to the National Archives? **From 2002 To 2016**

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

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	2 MB	
Paper	6 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

## 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
01/11/2022	Certify	Kelly Fanizzo	Deputy General Counsel	Advisory Council on Historic Preservation - Advisory Council on Historic Preservation
03/08/2022	Return for Revision	Jessica Blessman	Appraisal Archivist	National Archives and Records Administration - ACRA
03/11/2022	Submit For Certification	Kelly Fanizzo	Deputy General Counsel	Advisory Council on Historic Preservation - Advisory Council on Historic Preservation
03/11/2022	Certify	Kelly Fanizzo	Deputy General Counsel	Advisory Council on Historic Preservation - Advisory Council on Historic Preservation
06/22/2022	Submit for Concurrence	Carla Simms	Archives Specialist	National Archives and Records Administration - Records Management Operations
06/28/2022	Return to Submitter	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/28/2022	Submit for Concurrence	Jessica Blessman	Appraisal Archivist	National Archives and Records Administration - ACRA
07/06/2022	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
07/06/2022	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration

07/12/2022	Approve	Debra Wall	Deputy Archivist	National Archives and Records Administration - ND Archives I Office
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