

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0148-2025-0001

Status: APPROVED
Date Approved: 11/18/2025

General Information

Agency or Establishment	World War I Centennial Commission
Record/Scheduling Group	0148 - Records of Commissions of the Legislative Branch
Records Schedule Applies To	Agency-wide
Schedule Subject	World War I Centennial Commission Comprehensive Schedule
Additional Schedule Information	The U.S. World War I Centennial Commission was created by an Act of Congress in 2013. Members of the 12-member Commission were appointed by the President and the leaders of the Senate and the House of Representatives, as well as the American Legion, the Veterans of Foreign Wars, and the National World War I Museum. All four living former Presidents have agreed to serve the commission as honorary chairmen. The Commission's mission was to plan, develop, and execute programs, projects and activities to commemorate the Centennial of World War I (WWI). During the centennial period the WWI Centennial Commission: Developed educational programs delivered through a variety of broadcast, print, and digital media, with the goal of teaching Americans about the country's most forgotten war; organized activities, events, and symposia to commemorate American involvement in "the War that Changed the World"; created a National World War I Memorial in Washington DC, bringing attention to the thousands of World War I memorials in communities across the country that honor Americans who served in the war; and served as a clearinghouse for the collection and dissemination of information about events and activities related to the US WWI Centennial Commemoration.
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: 17

Number of Temporary disposition items: 6

Number of Permanent disposition items: 11

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-0148-2025-0001

Item #	Title	Disposition
0001	Commission Meeting Minutes	Permanent
0002	Armistice Day Events – Armistice Centennial Events (ACE)	Permanent
0003	Armistice Day Events –Reference Files	Temporary
0004	Education Program Records	Permanent
0005	Education Program - Administrative Records	Temporary
0006	Honorary Chairs and Special Advisors	Permanent
0007	Biographies and portrait photographs of Honorary Chairs	Permanent
0008	Logos – Commission	Permanent
0009	Master Folder – Signature Events Photo and Video Coverage	Permanent
0010	World War 1 Memorial Construction	Permanent
0011	World War 1 Memorial Construction Administrative Records	Temporary
0012	Quad Charts	Permanent
0013	Licensing and Endorsement Records (Request for Support & Licensing)	Temporary
0014	"Storm the Hill" Records	Temporary
0015	World War 1 Memorial at Pershing Park	Permanent
0016	World War 1 Commission Website	Permanent
0017	Website design, management and operation records	Temporary

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Records Schedule Items

DAA-0148-2025-0001-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Commission Meeting Minutes	
Item Description	Commission files are arranged by date with a separate file for each meeting. Each individual file includes a list of attendees, the agenda, minutes, and supporting materials. Discussions include outreach, the progress of associated legislation, events, the development of a social media program, World War 1 events nationwide and related topics, budget information, committee reports and endorsement applications.	
Is this item media neutral?	No	
Media limitation	Digital only	
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 after closure of commission	
Are there multiple instructions for this item?	No	
Transfer Instruction	Transfer to the National Archives immediately after cutoff	
ADDITIONAL INFORMATION		
Current Records Format	Textual data:TBD	
Approximate first year of records covered by this authority	2013	
End year of records covered by this authority	Year: 2024	
Date span of the initial transfer	From: 09/13/2013 To: 05/27/2024	
Frequency of transfer	1	
Are any of the records covered by this item subject to a FOIA exemption?	No	

DAA-0148-2025-0001-0002		STATUS: Active
ITEM GENERAL INFORMATION		

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Item Title	Armistice Day Events – Armistice Centennial Events (ACE)
Item Description	Planning of events for the Armistice Centennial (11 November 2018), including working group meetings, briefings, proclamations by military and civilian leaders, events recap, historical images (digital) of Armistice Day celebrations (11 November 1918), digital images of 2018 events, thank you letters to speakers, PowerPoint presentation for event planning.
Is this item media neutral?	No
Media limitation	Digital only
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 after closure of commission
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives immediately after cutoff
ADDITIONAL INFORMATION	
Current Records Format	Digital still images:TBD ; Textual data:TBD
Approximate first year of records covered by this authority	2018
End year of records covered by this authority	Year: 2018
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	No

DAA-0148-2025-0001-0003	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Armistice Day Events –Reference Files
Item Description	Lists of donors, Bells of Peace wastebasket (drafts), RSVP's for receptions, drafts of agreements for services provided during celebration of Armistice Day, reference and reading files.
Is this item media neutral?	No
Media limitation	Digital only
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?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Cut off after closure of commission
Retention Period	Other: Destroy immediately upon approval of schedule.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0148-2025-0001-0004	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Education Program Records
Item Description	Reports of the National Education Plan designed by the Commission, Youth Program planning and correspondence, presentation on Education Path Forward – Marketing, presentation for Educational Resources Partners “Understanding the Great War”, lists and links of teaching/learning resources relating to World War I by topic, correspondence relating to education.
Is this item media neutral?	No
Media limitation	Digital only
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 after closure of commission
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives immediately after cutoff
ADDITIONAL INFORMATION	

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Current Records Format	Textual data:TBD
Approximate first year of records covered by this authority	2014
End year of records covered by this authority	Year: 2019
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	No

DAA-0148-2025-0001-0005		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Education Program - Administrative Records	
Item Description	Lists of state contacts in museums and archives, general points of contact listing, breakdown of education expenditures.	
Is this item media neutral?	No	
Media limitation	Digital only	
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 after closure of commission	
Retention Period	Other: Destroy immediately upon approval of schedule.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

DAA-0148-2025-0001-0006		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Honorary Chairs and Special Advisors	
Item Description	List of Honorary Chairs and Special Advisors to the Commission.	
Is this item media neutral?	No	
Media limitation	Digital only	
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?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Cut off after closure of commission
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives immediately after cutoff
ADDITIONAL INFORMATION	
Current Records Format	Textual data:TBD
Approximate first year of records covered by this authority	2013
End year of records covered by this authority	Year: 2024
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	No

DAA-0148-2025-0001-0007	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Biographies and portrait photographs of Honorary Chairs
Item Description	Selected biographies and portrait photographs of Honorary Chairs, including two former Secretaries of Defense – Leon Panetta and Robert Gates, three former Secretaries of State – Colin Powell, George Shultz and Madeline Albright and Commission Special Advisor Admiral Jim Stavridis and Special Advisor Joseph T. N. Suarez.
Is this item media neutral?	No
Media limitation	Digital only
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	

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Final Disposition	Permanent
Cutoff Instructions	Other: Cutoff upon closure of Commission
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives immediately after cutoff
ADDITIONAL INFORMATION	
Current Records Format	Textual data:TBD ; Digital still images:TBD
End year of records covered by this authority	Year: 2013
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	No

DAA-0148-2025-0001-0008		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Logos – Commission	
Item Description	Full color and black and white images of logos used by the World War I Commission.	
Is this item media neutral?	No	
Media limitation	Digital only	
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 after closure of commission	
Are there multiple instructions for this item?	No	
Transfer Instruction	Transfer to the National Archives immediately after cutoff	
ADDITIONAL INFORMATION		
Current Records Format	Digital still images:TBD ; Textual data:TBD	
Approximate first year of records covered by this authority	2014	
End year of records covered by this authority	Year: 2024	
Frequency of transfer	1	

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Are any of the records covered by this item subject to a FOIA exemption?	No
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DAA-0148-2025-0001-0009		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Master Folder – Signature Events Photo and Video Coverage	
Item Description	Digital AV materials (including final product video, still photographs, sound recordings, scripts, and content development and any existing production files and rights documentation) produced for events, ceremonies, historical reference, or construction of World War 1 Memorial and associated existing memorials. Includes composite photos showing proposed designs and renovation of memorials.	
Is this item media neutral?	No	
Media limitation	Digital only	
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 after closure of commission	
Are there multiple instructions for this item?	No	
Transfer Instruction	Transfer to the National Archives immediately after cutoff	
ADDITIONAL INFORMATION		
Current Records Format	Digital still images:TBD	
Approximate first year of records covered by this authority	2014	
End year of records covered by this authority	Year: 2019	
Frequency of transfer	1	
Are any of the records covered by this item subject to a FOIA exemption?	No	

DAA-0148-2025-0001-0010	STATUS: Active
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ITEM GENERAL INFORMATION	
Item Title	World War 1 Memorial Construction
Item Description	Reports, Horticulture Information & Guide for Memorial, landscaping reports, text panels for the memorial, Presentation for Temporary Installation at Sculpture Fountain, Presentation for the American Battle Monuments Commission, application to National Park Service including plan diagrams, WWI Memorial Status Report (2020), construction meetings.
Is this item media neutral?	No
Media limitation	Digital only
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 after closure of commission
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives immediately after cutoff
ADDITIONAL INFORMATION	
Current Records Format	Textual data:TBD ; Digital still images:TBD
Approximate first year of records covered by this authority	2014
End year of records covered by this authority	Year: 2024
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	No

DAA-0148-2025-0001-0011	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	World War 1 Memorial Construction Administrative Records

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Item Description	Listing of invitees to events, contracts and maintenance agreements, change orders with Grunley Construction Co., invoices, Agenda for the Memorial Communications Working Group meeting (updated), certificates of insurance, background documentation of National Park Service Building permit, financial statements, images of Quark codes for apps relating to the memorial.
Is this item media neutral?	No
Media limitation	Digital only
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 after closure of commission
Retention Period	Other: Destroy immediately upon approval of schedule.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0148-2025-0001-0012		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Quad Charts	
Item Description	Monthly one-page reports for Administration, Education, Fundraising, Legislative Outreach, Public Affairs, veteran and military engagement. So named because the format uses four panels, each Quad Chart shows “THIS MONTH’s Accomplishments”, “Challenges & Issues To Be Addressed, Resolved”, “NEXT MONTH’s Goals/Major Activities” and “Budget & LOE (Revenue [if applicable]).”	
Is this item media neutral?	No	
Media limitation	Digital only	
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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Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Cut off after closure of commission
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives immediately after cutoff
ADDITIONAL INFORMATION	
Current Records Format	Textual data:TBD
Approximate first year of records covered by this authority	2015
End year of records covered by this authority	Year: 2019
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	No

DAA-0148-2025-0001-0013		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Licensing and Endorsement Records (Request for Support & Licensing)	
Item Description	The World War 1 Commission granted permission for the use of their logo. These files consist of the legal contracts granting permission for use of the logo.	
Is this item media neutral?	No	
Media limitation	Digital only	
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 after closure of commission	
Retention Period	Other: Destroy immediately upon approval of schedule.	
ADDITIONAL INFORMATION		

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

DAA-0148-2025-0001-0014		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	"Storm the Hill" Records	
Item Description	Commission correspondence with Congressional leaders appealing for funding, planning for visits to Congress by the Commission related to funding and lobbying efforts, and schedules for meetings individual members of Congress.	
Is this item media neutral?	No	
Media limitation	Digital only	
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 after closure of commission	
Retention Period	Other: Destroy immediately upon approval of schedule.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

DAA-0148-2025-0001-0015		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	World War 1 Memorial at Pershing Park	
Item Description	Plans, briefing papers, Memorandum of Understanding between the Commission and the General Services Administration, correspondence with the National Park Service, status reports on progress, memorial project briefing and presentation for the Memorial Interpretive Working Group and related records concerning the redesign and restoration of the Pershing Park.	
Is this item media neutral?	No	

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Media limitation	Digital only
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	There is no cutoff instruction
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives immediately after closure of commission
ADDITIONAL INFORMATION	
Current Records Format	Digital still images:TBD ; Textual data:TBD ; Digital moving pictures:TBD
Approximate first year of records covered by this authority	2015
End year of records covered by this authority	Year: 2018
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	No

DAA-0148-2025-0001-0016	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	World War 1 Commission Website
Item Description	Electronic version of website. The website will be transferred to the University of North Texas (UNT) upon termination of the Commission under the provisions of the affiliated archives relationship established in 2006 (https://digital.library.unt.edu/explore/collections/GDCC/).
Is this item media neutral?	No
Media limitation	Digital only
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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Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Cut off after closure of the Commission.
Are there multiple instructions for this item?	No
Transfer Instruction	Other: Transfer to the University of North Texas (UNT) upon termination of the Commission.
ADDITIONAL INFORMATION	
Current Records Format	Textual data:TBD ; Digital still images:TBD ; Web records:TBD
Approximate first year of records covered by this authority	2013
End year of records covered by this authority	Year: 2024
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	No

DAA-0148-2025-0001-0017	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Website design, management and operation records
Item Description	Documentation relating to the operation of the website.
Is this item media neutral?	No
Media limitation	Digital only
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 after closure of commission
Retention Period	Other: Destroy immediately upon approval of schedule.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No

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GAO Approval Required	No
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Signatory Information

Action	User	Date
Approve	Marco Rubio (Acting Archivist)	11/18/2025



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.