

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0310-2024-0001

Status: APPROVED
Date Approved: 04/08/2024

General Information

| | |
|--|---|
| Agency or Establishment | Agricultural Research Service |
| Record/Scheduling Group | 0310 - Records of the Agricultural Research Service |
| Records Schedule Applies To | Agency Subdivision |
| Major Subdivision | Plum Island Animal Disease Center |
| Schedule Subject | Plum Island Animal Disease Center Facility and Historical Records |
| Additional Schedule Information | This schedule was written in anticipation of the decommissioning of the Plum Island Animal Disease Center, and to facilitate the transfer of permanent analog records to the National Archives. |
| 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: 12

Number of Temporary disposition items: 0

Number of Permanent disposition items: 12

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-0310-2024-0001

| Item # | Title | Disposition |
|---------------|--|--------------------|
| 0001 | Textual Records : Comprehensive Plans and Surveys | Permanent |
| 0002 | Textual Records : Public Affairs | Permanent |
| 0003 | Textual Records : Historic Subject Files | Permanent |
| 0004 | Cartographic Records : Maps and Charts | Permanent |
| 0005 | Cartographic Records : Architectural Drawings | Permanent |
| 0006 | Cartographic Records : Ship Engineering Drawings | Permanent |
| 0007 | Still Picture Records : Structure Documentation | Permanent |
| 0008 | Still Picture Records : Educational and Presentation Materials | Permanent |
| 0009 | Still Picture Records : Research Photos | Permanent |
| 0010 | Still Picture Records : Historic Photos | Permanent |
| 0011 | Motion Picture Records : Research Activities | Permanent |
| 0012 | Motion Picture Records : Events | Permanent |

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Records Schedule Items

| | |
|--|---|
| Group Title | Textual Records |
| DAA-0310-2024-0001-0001 | STATUS: Active |
| ITEM GENERAL INFORMATION | |
| Item Title | Comprehensive Plans and Surveys |
| Item Description | Records related to projects that comprehensively document mission-related activities, support functions, and the built and/or natural environment of Plum Island. These records are primarily textual, with a small amount of cartographic and photographic materials intermingled. |
| Is this item media neutral? | Yes |
| Is this item a Big Bucket? | Yes |
| SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS | |
| Does this item supersede existing disposition authorities? | No |
| Is this item a deviation from the GRS? | No |
| DISPOSITION INSTRUCTION | |
| Final Disposition | Permanent |
| Cutoff Instructions | Other: Cut off upon approval of schedule. |
| Are there multiple instructions for this item? | No |
| Transfer Instruction | Transfer to the National Archives immediately after cutoff |
| ADDITIONAL INFORMATION | |
| Current Records Format | Paper-based textual records:15 cu ft |
| Approximate first year of records covered by this authority | 1973 |
| End year of records covered by this authority | Year: 2003 |
| Date span of the initial transfer | From: --/--/1973 To: --/--/2003 |
| Frequency of transfer | 0 |
| Are any of the records covered by this item subject to a FOIA exemption? | No |
| DAA-0310-2024-0001-0002 | STATUS: Active |
| ITEM GENERAL INFORMATION | |
| Item Title | Public Affairs |

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|--|---|
| Item Description | Records created and maintained by the PIADC public affairs office. The records document outreach activities to stakeholders, correspondence, and events for staff and off-site visitors. The records also include materials that were used by PIADC staff to document and analyze public perception of and attitudes towards PIADC. |
| Is this item media neutral? | Yes |
| Is this item a Big Bucket? | Yes |
| 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 when upon approval of schedule. |
| Are there multiple instructions for this item? | No |
| Transfer Instruction | Transfer to the National Archives immediately after cutoff |
| ADDITIONAL INFORMATION | |
| Current Records Format | Paper-based textual records:5 cu ft |
| Approximate first year of records covered by this authority | 1954 |
| End year of records covered by this authority | Year: 2003 |
| Frequency of transfer | 0 |
| Are any of the records covered by this item subject to a FOIA exemption? | No |
| DAA-0310-2024-0001-0003 STATUS: Active | |
| ITEM GENERAL INFORMATION | |
| Item Title | Historic Subject Files |
| Item Description | Records collected and preserved from various offices and individuals, organized by subject. |
| Is this item media neutral? | Yes |
| Is this item a Big Bucket? | Yes |
| SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS | |
| Does this item supersede existing disposition authorities? | No |
| Is this item a deviation from the GRS? | No |

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| DISPOSITION INSTRUCTION | |
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| Final Disposition | Permanent |
| Cutoff Instructions | Cut off when schedule approved |
| Are there multiple instructions for this item? | No |
| Transfer Instruction | Transfer to the National Archives immediately after cutoff |
| ADDITIONAL INFORMATION | |
| Current Records Format | Paper-based textual records:10 cu ft |
| Approximate first year of records covered by this authority | 1948 |
| End year of records covered by this authority | Year: 2003 |
| Frequency of transfer | 0 |
| Are any of the records covered by this item subject to a FOIA exemption? | No |

| Group Title | Cartographic Records |
|---|--|
| DAA-0310-2024-0001-0004 | STATUS: Active |
| ITEM GENERAL INFORMATION | |
| Item Title | Maps and Charts |
| Item Description | Finished copies of maps, site plans and master plans of Plum Island, Fort Terry, and the structures and research facilities on the island. |
| Is this item media neutral? | Yes |
| Is this item a Big Bucket? | Yes |
| SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS | |
| Does this item supersede existing disposition authorities? | No |
| Is this item a deviation from the GRS? | No |
| DISPOSITION INSTRUCTION | |
| Final Disposition | Permanent |
| Cutoff Instructions | Other: Cutoff upon approval of schedule. |
| Are there multiple instructions for this item? | No |
| Transfer Instruction | Transfer to the National Archives immediately after cutoff |
| ADDITIONAL INFORMATION | |
| Current Records Format | Analog maps:3 cu ft |

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|---|---|
| Approximate first year of records covered by this authority | 1896 |
| End year of records covered by this authority | Year: 1974 |
| Date span of the initial transfer | From: --/--/1896 To: --/--/1974 |
| Frequency of transfer | 0 |
| Are any of the records covered by this item subject to a FOIA exemption? | No |
| DAA-0310-2024-0001-0005 STATUS: Active | |
| ITEM GENERAL INFORMATION | |
| Item Title | Architectural Drawings |
| Item Description | As-built architectural drawings documenting mission-critical structures (ex- research facilities, structures within the Fort Terry Historic District, docks and jetties, and the Plum Island Light House. |
| Is this item media neutral? | No |
| Media limitation | Paper/analog only |
| Is this item a Big Bucket? | Yes |
| SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS | |
| Does this item supersede existing disposition authorities? | No |
| Is this item a deviation from the GRS? | No |
| DISPOSITION INSTRUCTION | |
| Final Disposition | Permanent |
| Cutoff Instructions | Other: Cut off upon approval of schedule. |
| Are there multiple instructions for this item? | No |
| Transfer Instruction | Transfer to the National Archives immediately after cutoff |
| ADDITIONAL INFORMATION | |
| Current Records Format | Analog blueprints:5 cu ft |
| Approximate first year of records covered by this authority | 1954 |
| End year of records covered by this authority | Year: 2003 |
| Frequency of transfer | 0 |
| Are any of the records covered by this item subject to a FOIA exemption? | No |
| DAA-0310-2024-0001-0006 STATUS: Active | |

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| ITEM GENERAL INFORMATION | |
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| Item Title | Ship Engineering Drawings |
| Item Description | Records related to PIADC-owned ships, including: Outboard Profiles Inboard profiles Deck Plans Section Plans General Arrangement Booklet of General Plans |
| Is this item media neutral? | Yes |
| Is this item a Big Bucket? | No |
| SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS | |
| Does this item supersede existing disposition authorities? | No |
| Is this item a deviation from the GRS? | No |
| DISPOSITION INSTRUCTION | |
| Final Disposition | Permanent |
| Cutoff Instructions | Other: Cut off upon approval of schedule. |
| Are there multiple instructions for this item? | No |
| Transfer Instruction | Transfer to the National Archives immediately after cutoff |
| ADDITIONAL INFORMATION | |
| Current Records Format | Analog blueprints:1 cu ft |
| Approximate first year of records covered by this authority | 1954 |
| End year of records covered by this authority | Year: 2003 |
| Frequency of transfer | 0 |
| Are any of the records covered by this item subject to a FOIA exemption? | No |

| Group Title | Still Picture Records |
|---------------------------------|-------------------------|
| DAA-0310-2024-0001-0007 | STATUS: Active |
| ITEM GENERAL INFORMATION | |
| Item Title | Structure Documentation |

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| Item Description | Collections of photographs documenting the built environment of PIADC. Records include photos taken to document existing structures; maintenance, repair, and rehabilitation projects; and construction of new buildings or additions to existing structures. |
| Is this item media neutral? | Yes |
| Is this item a Big Bucket? | Yes |
| SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS | |
| Does this item supersede existing disposition authorities? | No |
| Is this item a deviation from the GRS? | No |
| DISPOSITION INSTRUCTION | |
| Final Disposition | Permanent |
| Cutoff Instructions | Other: Cut off upon approval of schedule. |
| Are there multiple instructions for this item? | No |
| Transfer Instruction | Transfer to the National Archives immediately after cutoff |
| ADDITIONAL INFORMATION | |
| Current Records Format | Analog still images:10 cu ft |
| Approximate first year of records covered by this authority | 1954 |
| End year of records covered by this authority | Year: 2003 |
| Frequency of transfer | 0 |
| Are any of the records covered by this item subject to a FOIA exemption? | No |
| DAA-0310-2024-0001-0008 STATUS: Active | |
| ITEM GENERAL INFORMATION | |
| Item Title | Educational and Presentation Materials |
| Item Description | Graphic materials used for presentations and/or publications related to scientific research, education, and training. |
| Is this item media neutral? | No |
| Media limitation | Paper/analog only |
| Is this item a Big Bucket? | Yes |
| SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS | |
| Does this item supersede existing disposition authorities? | No |
| Is this item a deviation from the GRS? | No |

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| DISPOSITION INSTRUCTION | |
| Final Disposition | Permanent |
| Cutoff Instructions | Other: Cut off upon approval of schedule. |
| Are there multiple instructions for this item? | No |
| Transfer Instruction | Transfer to the National Archives immediately after cutoff |
| ADDITIONAL INFORMATION | |
| Current Records Format | Analog still images:5 cu ft |
| Approximate first year of records covered by this authority | 1954 |
| End year of records covered by this authority | Year: 2003 |
| Frequency of transfer | 0 |
| Are any of the records covered by this item subject to a FOIA exemption? | No |
| DAA-0310-2024-0001-0009 STATUS: Active | |
| ITEM GENERAL INFORMATION | |
| Item Title | Research Photos |
| Item Description | Photographic materials documenting research activities at PIADC. |
| Is this item media neutral? | Yes |
| Is this item a Big Bucket? | Yes |
| SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS | |
| Does this item supersede existing disposition authorities? | No |
| Is this item a deviation from the GRS? | No |
| DISPOSITION INSTRUCTION | |
| Final Disposition | Permanent |
| Cutoff Instructions | Other: Cut off upon approval of schedule. |
| Are there multiple instructions for this item? | No |
| Transfer Instruction | Transfer to the National Archives immediately after cutoff |
| ADDITIONAL INFORMATION | |
| Current Records Format | Analog still images:5 cu ft |
| Approximate first year of records covered by this authority | 1954 |
| End year of records covered by this authority | Year: 2003 |

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| Frequency of transfer | 0 |
| Are any of the records covered by this item subject to a FOIA exemption? | No |
| DAA-0310-2024-0001-0010 STATUS: Active | |
| ITEM GENERAL INFORMATION | |
| Item Title | Historic Photos |
| Item Description | Photographs recording non-research activities, the environment, and people. |
| Is this item media neutral? | Yes |
| Is this item a Big Bucket? | Yes |
| SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS | |
| Does this item supersede existing disposition authorities? | No |
| Is this item a deviation from the GRS? | No |
| DISPOSITION INSTRUCTION | |
| Final Disposition | Permanent |
| Cutoff Instructions | Other: Cut off upon approval of schedule. |
| Are there multiple instructions for this item? | No |
| Transfer Instruction | Other: Transfer existing records to the National Archives immediately after approval of schedule. For any records created after schedule approval, transfer to the National Archives within one year of creation. |
| ADDITIONAL INFORMATION | |
| Current Records Format | Analog still images:1 cu ft |
| Approximate first year of records covered by this authority | 1954 |
| End year of records covered by this authority | Still being created |
| Frequency of transfer | 0 |
| Are any of the records covered by this item subject to a FOIA exemption? | No |

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|---|------------------------|
| Group Title | Motion Picture Records |
| DAA-0310-2024-0001-0011 STATUS: Active | |
| ITEM GENERAL INFORMATION | |
| Item Title | Research Activities |

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| Item Description | Motion picture and audio materials documenting scientific research done at PIADC. |
| Is this item media neutral? | Yes |
| Is this item a Big Bucket? | Yes |
| SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS | |
| Does this item supersede existing disposition authorities? | No |
| Is this item a deviation from the GRS? | No |
| DISPOSITION INSTRUCTION | |
| Final Disposition | Permanent |
| Cutoff Instructions | Other: Cut off upon approval of schedule. |
| Are there multiple instructions for this item? | No |
| Transfer Instruction | Transfer to the National Archives immediately after cutoff |
| ADDITIONAL INFORMATION | |
| Current Records Format | Analog moving pictures:1 cu ft |
| Approximate first year of records covered by this authority | 1954 |
| End year of records covered by this authority | Still being created |
| Frequency of transfer | 0 |
| Are any of the records covered by this item subject to a FOIA exemption? | No |
| DAA-0310-2024-0001-0012 | |
| STATUS: Active | |
| ITEM GENERAL INFORMATION | |
| Item Title | Events |
| Item Description | Motion picture and audio documenting events at PIADC. |
| Is this item media neutral? | Yes |
| Is this item a Big Bucket? | Yes |
| SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS | |
| Does this item supersede existing disposition authorities? | No |
| Is this item a deviation from the GRS? | No |
| DISPOSITION INSTRUCTION | |
| Final Disposition | Permanent |
| Cutoff Instructions | Other: Cut off upon approval of schedule. |

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| Are there multiple instructions for this item? | No |
| Transfer Instruction | Transfer to the National Archives immediately after cutoff |
| ADDITIONAL INFORMATION | |
| Current Records Format | Analog moving pictures:1 cu ft |
| Approximate first year of records covered by this authority | 1954 |
| End year of records covered by this authority | Still being created |
| Frequency of transfer | 0 |
| Are any of the records covered by this item subject to a FOIA exemption? | No |

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Signatory Information

| Action | User | Date |
|---------------|-----------------|-------------|
| Accept | Lauren VanZandt | 11/17/2023 |
| Approve | Colleen Shogan | 04/08/2024 |

| Schedule Item Number | Schedule Item Title | Sub-Item Title | Sub-Item Description |
|-------------------------|---------------------------------|---|---|
| DAA-0310-2024-0001-0001 | Comprehensive Plans and Surveys | Master Plans | Comprehensive studies of PIADC resourced created for the purpose of documenting status of resources and property, assessing needs and risks, and planning for the future. |
| DAA-0310-2024-0001-0001 | Comprehensive Plans and Surveys | Historic Structure Surveys | Records created to evaluate the historic value of structures on Plum Island, including National Register evaluation materials for specific structures. |
| DAA-0310-2024-0001-0001 | Comprehensive Plans and Surveys | Construction and Updates | Records related to proposed and as-built updates to labs, physical plant, and administrative spaces. |
| DAA-0310-2024-0001-0001 | Comprehensive Plans and Surveys | Facility Closure Reports | Records documenting the closure PIADC and the transfer and/or sale of Plum Island . This item covers high-level and comprehensive documentation; more granular documentation is covered by the GRS or agency schedules. |
| DAA-0310-2024-0001-0001 | Comprehensive Plans and Surveys | Building and Property Surveys | Comprehensive surveys documenting building condition and use, usually produced for the purpose of real property management. |
| | | | |
| DAA-0310-2024-0001-0002 | Public Affairs | Congressional Correspondence | Correspondence between PIADC and members of Congress. |
| DAA-0310-2024-0001-0002 | Public Affairs | Presentation Materials | Print outs of slides and transparencies used for external outreach and meetings. |
| DAA-0310-2024-0001-0002 | Public Affairs | Events and Tours | Records related the organization of PIADC tours given to the general public, groups, students, and VIPs. |
| DAA-0310-2024-0001-0002 | Public Affairs | Press Coverage and Public Opinion Subject Files | Documentation of journalistic coverage of Plum Island research, local public opinion and concerns about PIADC. This item covers articles that were gathered to document a specific topic, rather than collections of news clippings gathered for general reference. |
| DAA-0310-2024-0001-0002 | Public Affairs | Public Meetings | Records documenting public meetings held by PIADC staff with local stakeholders/members of the public, including announcements and meeting minutes/transcriptions. |
| | | | |
| DAA-0310-2024-0001-0003 | Historic Subject Files | Administrative | Document establishment and high-level administration of PIADC during USDA's ownership of the island. |
| DAA-0310-2024-0001-0003 | Historic Subject Files | Research Activities | Document important research decisions, activities, and priorities; safety of science staff and facilities. |
| DAA-0310-2024-0001-0003 | Historic Subject Files | Incidents and Safety | Document man-made (ex- lab accidents) or natural (ex- hurricane) events that compromised biosecurity or the physical safety of PIADC staff. |
| DAA-0310-2024-0001-0003 | Historic Subject Files | USDA/DHS Transition Records | Document the transition of PIADC ownership from USDA to DHS in June of 2003. |
| DAA-0310-2024-0001-0003 | Historic Subject Files | DoD/USDA Transition Records | Records documenting the 1954 transfer of ownership of Plum Island from DoD to USDA. |
| DAA-0310-2024-0001-0003 | Historic Subject Files | Lighthouse Records | Records related to the history and preservation of the 1868 light house on the west end of the island. |
| DAA-0310-2024-0001-0003 | Historic Subject Files | Publications | Publications produced by PIADC/USDA to inform public audiences and stakeholders about the facility and its research. (This subitem does not include scientific journal articles.) |
| DAA-0310-2024-0001-0003 | Historic Subject Files | History Collections | Collections of materials gathered by PIADC staff to document the history of Plum Island, Fort Terry, and PIADC. |
| DAA-0310-2024-0001-0003 | Historic Subject Files | PIADC Consolidation | Records documenting 1990s closure of Lab 257 and consolidation of all research activities into Bldg 101. |
| DAA-0310-2024-0001-0003 | Historic Subject Files | Decimal File | Historic subject files with an assigned 3-digit decimal code (#.##). |
| | | | |
| DAA-0310-2024-0001-0004 | Maps and Charts | No Sub-Items | |
| | | | |
| DAA-0310-2024-0001-0005 | Architectural Drawings | Architectural | Drawings documenting the appearance of the building, such as facades, elevations and floor plans. Often noted as "architectural" or having an A as part of the drawing number. |
| DAA-0310-2024-0001-0005 | Architectural Drawings | Sectional Drawings | Drawings documenting the internal construction of the building. Often noted as "structural" or having an S as part of the drawing number. |
| DAA-0310-2024-0001-0005 | Architectural Drawings | Plot and Site Plans | Drawings of proposed or current structures on Plum Island. |
| DAA-0310-2024-0001-0005 | Architectural Drawings | Light House Records | USDA/DHS-era drawings of the Plum Island light house, including those used for rehab/restoration work, and drawings/plans related to erosion control at the base of the light house. |
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| DAA-0310-2024-0001-0006 | Ship Engineering Drawings | No Sub-Items | |
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|-------------------------|--|--|--|
| DAA-0310-2024-0001-0007 | Structure Documentation | Structure and Building Surveys | Wide-ranging or comprehensive surveys of PIADC structures. Subitem covers records that are just photographic, does not include records that are primarily textual with prints included for illustration (ex- 8 volume historic preservation survey). |
| DAA-0310-2024-0001-0007 | Structure Documentation | Construction and Engineering Documentation | Photos of construction and maintenance projects |
| DAA-0310-2024-0001-0008 | Educational and Presentation Materials | S-series Glass Slides | 3"X3.25" and 2"X2" black and white glass slides. Content consists primarily of graphs, charts, text, or other informational graphics. Also includes scattered film negatives encased in glass. |
| DAA-0310-2024-0001-0008 | Educational and Presentation Materials | N-series Negatives | 4x5" black and white film negatives. Primarily consists of graphs, charts, text, or other informational graphics, as well as some photographic negatives depicting research activities and events. |
| DAA-0310-2024-0001-0008 | Educational and Presentation Materials | Miscellaneous Graphic Materials | Other graphic materials, such as original artwork and photomechanical prints. |
| DAA-0310-2024-0001-0009 | Research Photos | No Sub-Items | |
| DAA-0310-2024-0001-0010 | Historic Photos | Events | Photos documenting special events, such as Family Day, visits by VIPs, ceremonies, and public tours. |
| DAA-0310-2024-0001-0010 | Historic Photos | Landscapes and Views | Includes scenic photos of Plum Island and its buildings (including the light house), animals and the environment, aerial shots, and photos of PIADC boats. This item also includes photos taken to document the impact of natural disasters or weather events, such as hurricanes. |
| DAA-0310-2024-0001-0010 | Historic Photos | Portraits | Portraits of PIADC leadership, staff, and people of historic significance to the facility |
| DAA-0310-2024-0001-0011 | Research Activities | No Sub-Items | |
| DAA-0310-2024-0001-0012 | Events | Visitor Events | 1956 opening ceremony, family day, public tours, etc |