Records Schedule: DAA-0064-2016-0017

Request for Records Disposition Authority

Records Schedule Number

DAA-0064-2016-0017

Schedule Status

Approved

Agency or Establishment

National Archives and Records Administration

Record Group / Scheduling Group

Records of the National Archives and Records Administration

Records Schedule applies to

Major Subdivsion

Major Subdivision

Office of the Chief Records Officer

Minor Subdivision

Agency Services

Schedule Subject

Records Administration Program Subject Files

Internal agency concurrences will

be provided

No

Background Information

This job is proposed for two purposes: 1) to update the organization responsible for records maintained by the Office of the Chief Records Officer; and 2) include project based reports and customer satisfaction surveys into the existing disposition for Agency

Assistance Project Files.

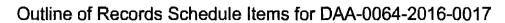
These items are a part of a larger disposition already approved (File #1301-1 of the RCS). This proposed job focuses on pen and ink changes in accordance with NARA Memo AC 31.2016 regarding pen

and ink changes.

Item Count

Number of Total Disposition Items	1	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval



Sequence Number	
1	Records maintained by the Office of the Chief Records Officer
1.1	Agency Assistance Project Files Disposition Authority Number: DAA-0064-2016-0017-0001

Records Schedule Items

Sequence Number					
1	Records maintained by the Office of the Chief Records Officer				
1.1	Agency Assistance Project Files				
	Disposition Authority Number	DAA-0064-2016-0017-0001			
	Records Officer. Files may in Understanding (MOU), project	ecords documenting assistance projects conducted by the Office of the Chief ecords Officer. Files may include but are not limited to Memorandum of iderstanding (MOU), project based reports and customer satisfaction surveys, rrespondence with the agency and other NARA units concerning the project, and her project documentation.			
	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	N1-64-00-9 Item 1			
	Disposition Instruction				
	Cutoff Instruction	Cut off closed projects at the end of the fiscal year.			
	Retention Period	Destroy 10 year(s) after cutoff			
	Additional Information				
	GAO Approval	Not Required			



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	Ву	Title	Organization
10/11/2016	Certify	Richard Marcus	Records Officer	Chief Operating Officer - Corporate Records Management
02/07/2017	Submit for Concur rence	Tom Cotter	Appraiser	National Archives and Records Administration - ACRA
02/10/2017	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - ACNR Records Management Serivces
02/10/2017	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - ACNR Records Management Serivces
02/14/2017	Approve	David Ferriero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist