

## 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 Subdivision**

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>

**GAO Approval**

## Outline of Records Schedule Items for DAA-0064-2016-0017

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	GRS or Superseded Authority Citation 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

### 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
10/11/2016	Certify	Richard Marcus	Records Officer	Chief Operating Officer - Corporate Records Management
02/07/2017	Submit for Concurrency	Tom Cotter	Appraiser	National Archives and Records Administration - ACRA
02/10/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
02/10/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
02/14/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist