Records Schedule: DAA-0064-2017-0001

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Records Schedule Number	DAA-0064-2017-0001
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	Agency-wide
Schedule Subject	Agency Strategic, Performance, Program Review, Accountability, Plans and Results Records - Files Created and Maintained by All Other Offices.
Internal agency concurrences will be provided	No
Background Information	NARA records documenting the agency's overall strategic planning and government performance management functions are maintained by the Strategy and Performance Division (MP), the organization primarily responsible for these functions. These records, including strategic plans, annual performance plans, program reviews, accountability reports, and case files related to preparing these plans and reports for submission to the Office of Management and Budget (OMB), Congress, the public, etc., are currently scheduled under authorities N1-64-00-0008, N1-64-87-0001, and N1-64-96-0001 The record copies of all NARA-wide strategic plans are scheduled as permanent. However, the strategic planning and performance records created and maintained by the programs and offices, which feed the agency- wide efforts, have until now been unscheduled. This schedule will cover these unscheduled records.

Request for Records Disposition Authority

Item Count

			Number of Wilhdrawn Disposition Items
1	0	1	0.

GAO Approval

21

Outline of Records Schedule Items for DAA-0064-2017-0001

Sequence Number	
1	Agency Strategic, Performance, Program Review, Accountability Plans and Result
	s Records - Files Created and Maintained by All Other Offices
	Disposition Authority Number: DAA-0064-2017-0001-0001

Records Schedule Items

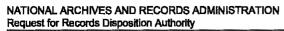
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Sequence Number				
1	Agency Strategic, Performan Results Records - Files Crea	· •	Review, Accountability Plans and tained by All Other Offices	
	Disposition Authority Number	DAA-0064-2	017-0001-0001	
N	Strategic, annual performance plans, program reviews, accountability reports, results, plans and developmental case files created and / or maintained at the program and office level, which are submissions for agency level reports, or used at the program/office level, as applicable. This includes, but is not limited to, developmental files, correspondence, comments, notes, specifications for measuring performance objectives, etc., relating to preparing and issuing of plans/reports to the Office of Management and Budget (OMB), Congress, and NARA senior staff for compliance, statutory, program/office review / reporting purposes. This does not include statutorily required reports that are covered by other schedules. The schedule also covers program/office level program review, cumulative performance information, feeder reports/records produced and maintained only within the programs/offices.			
	Final Disposition	Temporary		
	Item Status	Active		
	is this ilem 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?	No		
	Manual Citation		Manual Title	
	File 111-2b		NARA Records Schedule	
	File 111-3b		NARA Records Schedule	
	File 111-4b		NARA Records Schedule	
	GRS or Superseded Authority Citation	Unscheduled	d · · · · · · · · · · · · · · · · · · ·	
	Disposition Instruction			
	Cutoff Instruction	Cut off annua complete.	ally in the fiscal year plans / reports are	
-	Retention Period	Destroy 7 ye	ear(s) after cut off	
	Additional Information		· · · · · ·	

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Records Schedule: DAA-0064-2017-0001



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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	Ву	Title	Organization
12/15/2016	Certify	Richard Marcus	Records Officer	Chief Operating Officer - Corporate Records Management
06/06/2017	Submit for Concur rence	Tom Cotter	Appraiser	National Archives and Records Administration - ACRA
06/07/2017	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - ACNR Records Management Serivces
06/07/2017	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - ACNR Records Management Serivces
06/11/2017	Approve	David Ferriero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist

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