

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0117-2023-0001

Status: APPROVED  
Date Approved: 05/09/2024

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## General Information

Agency or Establishment	American Battle Monuments Commission
Record/Scheduling Group	0117 - Records of the American Battle Monuments Commission
Records Schedule Applies To	Agency-wide
Schedule Subject	Cemetery Maintenance and Facilities
Additional Schedule Information	Records relating to planning and execution of maintenance activities on ABMC maintained facilities which directly serve the mission. These activities may include, but are not limited to, major rehabilitation, repair, cleaning, painting, repositioning, re-leveling of structures, monuments, memorials, and private memorials, headstones, and markers, Walls of the Missing, rosettes, and grounds. Maintenance activities encompass nearly 140,000 graves and headstones, over 70 memorial structures, on approximately 1,700 acres of land. ABMC maintains over 60 visitor facilities and personnel quarters, over 67 miles of roads and paths, and more than 900 acres of ornamental landscaping and fine lawns. Plantings and grounds are fertilized, watered, cut, and shaped, replaced if necessary, and treated with insecticides and fungicides at regular intervals. These are organized by cemetery and project.
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: 8

Number of Temporary disposition items: 6

Number of Permanent disposition items: 2

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 1

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Outline of Records Schedule Items for DAA-0117-2023-0001

<b>Item #</b>	<b>Title</b>	<b>Disposition</b>
0001	Headstone and Tablets of the Missing change request files	Temporary
0002	Horticulture Files	Permanent
0003	Horticulture Maintenance Files	Temporary
0004	Quad Charts, quarterly reports, status reports, after action report files	Temporary
0005	Standard operating procedures (SOPs) for facilities and maintenance files	Temporary
0006	PMO (Project Management Office) 1-N list files	Temporary
0007	Cemetery status: issue papers and memo files	Temporary
0008	Public and Private Monuments and Memorials Files	Permanent

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Records Schedule Items

DAA-0117-2023-0001-0001	STATUS: INACTIVE - NOT FOR USE
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Headstone and Tablets of the Missing change request files
Item Description	Records related to a approval of a change made to a name, date, or other data elements to be changed on a headstone or Tablets of the Missing. This includes the change order and authorization order.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
<b>DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0117-2024-0001-0001 on 09/16/2024.</b>	
Final Disposition	Temporary
Cutoff Instructions	Cut off at end of Fiscal year.
Retention Period	Destroy 7 year(s) after cutoff
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0117-2023-0001-0002	STATUS: Active
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Horticulture Files

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Item Description	Horticulture files that relate to horticultural, planting plans, greenspace records, standard operating procedures, changes in planting plans, irrigation projects, and associated records. These may be updated annually, or as needed and detail permanent fixtures in the cemeteries and other physical assets. Filed by subject or location. Records may include: <ul style="list-style-type: none"> <li>• Studies</li> <li>• Surveys</li> <li>• Reports</li> <li>• Policies &amp; manuals</li> <li>• Plans</li> <li>• Planting schedules</li> </ul>
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Permanent
Cutoff Instructions	Cut off at end of Fiscal year.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 15 year(s) after Cut off date
<b>ADDITIONAL INFORMATION</b>	
Current Records Format	Textual data:10MB
Approximate first year of records covered by this authority	1930
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: --/--/1930 To: --/--/2005
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	No

<b>DAA-0117-2023-0001-0003</b>	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Horticulture Maintenance Files

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Item Description	Horticulture files that relate to maintenance repairs, such as inspection reports, soil/water analyses, maintenance schedules, irrigation issues/repairs, the fertilization program, and horticultural supplies, chemicals, green waste management, pest management and related information. Filed by subject.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	Cut off at end of Fiscal year.
Retention Period	Destroy 7 year(s) after Cut off date
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0117-2023-0001-0004	STATUS: Active
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Quad Charts, quarterly reports, status reports, after action report files
Item Description	Snapshot record of current projects, timelines, associated costs, and POC
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	Cut off at end of Fiscal year.
Retention Period	Destroy 3 year(s) after Cutoff or when Project Completion occurs, whichever is later

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

DAA-0117-2023-0001-0005		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Standard operating procedures (SOPs) for facilities and maintenance files	
Item Description	Records related to departmental procedures associated with maintenance and inspection of headstones and cemeteries	
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	Temporary	
Cutoff Instructions	Cut off at end of Fiscal year.	
Retention Period	Other: Destroy when superseded or obsolete.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

DAA-0117-2023-0001-0006		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	PMO (Project Management Office) 1-N list files	
Item Description	Database of projects organized by location, cost center, project number, schedule, project description and estimated costs	
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	

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Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	Cut off at end of Fiscal year.
Retention Period	Destroy 7 year(s) after Cut off date
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

<b>DAA-0117-2023-0001-0007</b>	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Cemetery status: issue papers and memo files
Item Description	General internal correspondence, issue papers, and memos related to issues associated with each individual cemetery such as security, administration, maintenance, repairs, vandalism, etc.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	Cut off at end of Fiscal year.
Retention Period	Destroy 7 year(s) after cutoff
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

<b>DAA-0117-2023-0001-0008</b>	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Public and Private Monuments and Memorials Files



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Item Description	Records related to ABMC's management, design and construction of U.S. military monuments and markers in foreign countries by other U.S. citizens and organizations, both public and private. Records include correspondence, memos, trust funds, agreements, annual reports, drawings, and photographs	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-117-95-001 / 13	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Permanent	
Cutoff Instructions	Cut off at end of Fiscal year.	
Are there multiple instructions for this item?	No	
Transfer Instruction	Transfer to the National Archives 15 year(s) after Cut off date	
<b>ADDITIONAL INFORMATION</b>		
Current Records Format	Textual data:20MB	
Approximate first year of records covered by this authority	1950	
End year of records covered by this authority	Still being created	
Date span of the initial transfer	From: --/--/1950 To: --/--/2015	
Frequency of transfer	1	
Are any of the records covered by this item subject to a FOIA exemption?	No	

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Signatory Information

Action	User	Date
Approve	Colleen Shogan	05/09/2024