

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0588-2013-0001

Status: APPROVED
Date Approved: 09/18/2013

Item Count

Total number of disposition items: 5

Number of Temporary disposition items: 2

Number of Permanent disposition items: 3

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 1

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Records Schedule Number: DAA-0588-2013-0001

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Outline of Records Schedule Items for DAA-0588-2013-0001

Item #	Title	Disposition
0001	Still Historical Photographs (Digital Photographs)	Permanent
0002	Still Historical Photographs (Analog Photographs)	Permanent
0003	Still Routine Photographs (Digital and Analog)	Temporary
0004	Video Recordings (Historical)	Permanent
0005	Video Recordings (Routine)	Temporary

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Records Schedule Number: DAA-0588-2013-0001

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Records Schedule Items

DAA-0588-2013-0001-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Still Historical Photographs (Digital Photographs)	
Item Description	Still photographs documenting historically significant activities related to the mission of the Access Board. The item covers negatives, black and white prints, color prints, contact sheets, negatives, and digital images, with any accompanying system documentation and any electronic finding aid for digital Images.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		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: Other:Cut off files annually.	
Are there multiple instructions for this item?	Yes	
	Instructions	
Records to which this instruction applies	Transfer Instruction	
Digital Photographs	Records will not be pre-accessioned	
ADDITIONAL INFORMATION		
Current Records Format	Base Migration: Base Migration	
Date span of the initial transfer	From: --/--/1977 To: --/--/1993	
Frequency of transfer	1	
Are any of the records covered by this item subject to a FOIA exemption?		

DAA-0588-2013-0001-0002		STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION		
Item Title	Still Historical Photographs (Analog Photographs)	

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Item Description	Still photographs documenting historically significant activities related to the mission of the Access Board. The item covers negatives, black and white prints, color prints, contact sheets, negatives, and digital images, with any accompanying system documentation and any electronic finding aid for digital Images.
Is this item media neutral?	No
Media limitation	Paper/analog only
Is this item a Big Bucket?	
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	
DO NOT USE. This item is inactive because NARA accessioned the records. The Transfer Request number is TR-0588-2022-0001	
Final Disposition	Permanent
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives immediately after approval of this schedule
ADDITIONAL INFORMATION	
Current Records Format	Base Migration: Base Migration
Date span of the initial transfer	From: --/--/1977 To: --/--/1993
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	

DAA-0588-2013-0001-0003	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Still Routine Photographs (Digital and Analog)
Item Description	Digital and analog still photographs documenting routine award ceremonies, social events, and other activities in all formats.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	Yes

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GRS disposition authority	Item UUID	Item ID
		DAA-GRS-2016-0005-0006
Justification for GRS Deviation	See Dossier	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cut off files annually.	
Retention Period	Other: Destroy/delete 7 years after cutoff, or when no longer needed for internal use, whichever occurs first.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	

DAA-0588-2013-0001-0004	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Video Recordings (Historical)
Item Description	Video recordings documenting historically significant activities related to the mission of the Access Board. These include video documentation of significant moments in the Access Board's history and/or noteworthy Access Board accomplishments. The videos may be accompanied by written documentation and descriptive information about the related audiovisual records, including title/subject, name and date.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
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 files annually.
Are there multiple instructions for this item?	No
Transfer Instruction	Other: Transfer master recording and related documentation to the National Archives 7 years after cutoff.
ADDITIONAL INFORMATION	

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Current Records Format	Base Migration: Base Migration
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	

DAA-0588-2013-0001-0005		STATUS: Active	
ITEM GENERAL INFORMATION			
Item Title	Video Recordings (Routine)		
Item Description	Routine video recordings and related documentation - These records contain moving images that were made to assist the Access Board to perform routine business functions or to commemorate routine occasions. Typical examples of moving images include, but are not limited to: routine meetings and award presentations, training and informational sessions, and retirement ceremonies.		
Is this item media neutral?	Yes		
Is this item a Big Bucket?			
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS			
Does this item supersede existing disposition authorities?	No		
Is this item a deviation from the GRS?	Yes		
GRS disposition authority	Item UUID	Item ID	
		DAA-GRS-2016-0014-0001	
		DAA-GRS-2016-0005-0006	
Justification for GRS Deviation	See Dossier		
DISPOSITION INSTRUCTION			
Final Disposition	Temporary		
Cutoff Instructions	Other: Cut off annually.		
Retention Period	Other: Destroy/delete 7 years after cutoff, or when no longer needed for internal use, whichever occurs first.		
ADDITIONAL INFORMATION			
Are any of the records covered by this item national security classified?			
GAO Approval Required	No		

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Signatory Information

Action	User	Date
Approve	David Ferriero	09/18/2013