

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0563-2024-0003

Status: APPROVED  
Date Approved: 06/12/2024

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## General Information

Agency or Establishment	Department of Homeland Security
Record/Scheduling Group	0563 - General Records of the Department of Homeland Security
Records Schedule Applies To	Agency Subdivision
Major Subdivision	Plum Island Animal Disease Center
Schedule Subject	Plum Island Animal Disease Center Facility and Historical Records
Additional Schedule Information	This schedule was written in anticipation of the decommissioning of the Plum Island Animal Disease Center, and to facilitate the transfer of permanent analog records to the National Archives.
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: 12

Number of Temporary disposition items: 0

Number of Permanent disposition items: 12

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0563-2024-0003

<b>Item #</b>	<b>Title</b>	<b>Disposition</b>
0001	Cartographic Records : Maps and Charts	Permanent
0002	Cartographic Records : Architectural Drawings	Permanent
0003	Cartographic Records : Ship Engineering Drawings	Permanent
0004	Textual Records : Comprehensive Plans and Surveys	Permanent
0005	Textual Records : Historic Subject Files	Permanent
0006	Textual Records : Public Affairs	Permanent
0007	Still Picture Records : Structure Documentation	Permanent
0008	Still Picture Records : Educational and Presentation Materials	Permanent
0009	Still Picture Records : Research Photos	Permanent
0010	Still Picture Records : Historic Photos	Permanent
0011	Motion Picture Records : Research Activities	Permanent
0012	Motion Picture Records : Events	Permanent

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Records Schedule Items

<b>Group Title</b>	Cartographic Records
DAA-0563-2024-0003-0001	STATUS: Active
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Maps and Charts
Item Description	Finished copies of maps, site plans and master plans of Plum Island, Fort Terry, and the structures and research facilities on the island
Is this item media neutral?	Yes
Is this item a Big Bucket?	Yes
<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	Other: Cutoff upon approval of schedule.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives immediately after cutoff
<b>ADDITIONAL INFORMATION</b>	
Current Records Format	Analog maps:3 cu ft
Approximate first year of records covered by this authority	1896
End year of records covered by this authority	Year: 1974
Date span of the initial transfer	From: --/--/1896 To: --/--/1974
Frequency of transfer	0
Are any of the records covered by this item subject to a FOIA exemption?	No
DAA-0563-2024-0003-0002	STATUS: Active
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Architectural Drawings

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Item Description	As-built architectural drawings documenting mission-critical structures (ex- research facilities, structures within the Fort Terry Historic District, docks and jetties, and the Plum Island Light House.
Is this item media neutral?	No
Media limitation	Paper/analog only
Is this item a Big Bucket?	Yes
<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	Other: Cutoff upon approval of schedule.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives immediately after cutoff
<b>ADDITIONAL INFORMATION</b>	
Current Records Format	Analog blueprints:5 cu ft
Approximate first year of records covered by this authority	1954
End year of records covered by this authority	Year: 2003
Frequency of transfer	0
Are any of the records covered by this item subject to a FOIA exemption?	No
<b>DAA-0563-2024-0003-0003</b>	
<b>STATUS: Active</b>	
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Ship Engineering Drawings
Item Description	Records related to PIADC-owned ships, including: Outboard Profiles Inboard profiles Deck Plans Section Plans General Arrangement Booklet of General Plans
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	

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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	Other: Cutoff upon approval of schedule.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives immediately after cutoff
<b>ADDITIONAL INFORMATION</b>	
Current Records Format	Analog blueprints:1 cu ft
Approximate first year of records covered by this authority	1954
End year of records covered by this authority	Year: 2003
Frequency of transfer	0
Are any of the records covered by this item subject to a FOIA exemption?	No

<b>Group Title</b>	Textual Records
DAA-0563-2024-0003-0004	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Comprehensive Plans and Surveys
Item Description	Records related to projects that comprehensively document mission-related activities, support functions, and the built and/or natural environment of Plum Island. These records are primarily textual, with a small amount of cartographic and photographic materials intermingled.
Is this item media neutral?	Yes
Is this item a Big Bucket?	Yes
<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	Other: Cutoff upon approval of schedule.

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Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives immediately after cutoff
<b>ADDITIONAL INFORMATION</b>	
Current Records Format	Paper-based textual records:15 cu ft
Approximate first year of records covered by this authority	1973
End year of records covered by this authority	Year: 2003
Date span of the initial transfer	From: --/--/1973 To: --/--/2003
Frequency of transfer	0
Are any of the records covered by this item subject to a FOIA exemption?	No
<b>DAA-0563-2024-0003-0005</b>	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Historic Subject Files
Item Description	Records collected and preserved from various offices and individuals, organized by subject.
Is this item media neutral?	Yes
Is this item a Big Bucket?	Yes
<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	Other: Cutoff upon approval of schedule.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives immediately after cutoff
<b>ADDITIONAL INFORMATION</b>	
Current Records Format	Paper-based textual records:10 cu ft
Approximate first year of records covered by this authority	1948
End year of records covered by this authority	Year: 2003
Frequency of transfer	0

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Are any of the records covered by this item subject to a FOIA exemption?	No
<b>DAA-0563-2024-0003-0006</b>	
<b>STATUS: Active</b>	
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Public Affairs
Item Description	Records created and maintained by the PIADC public affairs office. The records document outreach activities to stakeholders, correspondence, and events for staff and off-site visitors. The records also include materials that were used by PIADC staff to document and analyze public perception of and attitudes towards PIADC.
Is this item media neutral?	Yes
Is this item a Big Bucket?	Yes
<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	Other: Cutoff upon approval of schedule.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives immediately after cutoff
<b>ADDITIONAL INFORMATION</b>	
Current Records Format	Paper-based textual records:5 cu ft
Approximate first year of records covered by this authority	1954
End year of records covered by this authority	Year: 2003
Frequency of transfer	0
Are any of the records covered by this item subject to a FOIA exemption?	No

<b>Group Title</b>	Still Picture Records
<b>DAA-0563-2024-0003-0007</b>	
<b>STATUS: Active</b>	
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Structure Documentation



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Item Description	Collections of photographs documenting the built environment of PIADC. Records include photos taken to document existing structures; maintenance, repair, and rehabilitation projects; and construction of new buildings or additions to existing structures.
Is this item media neutral?	Yes
Is this item a Big Bucket?	Yes
<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	Other: Cutoff upon approval of schedule.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives immediately after cutoff
<b>ADDITIONAL INFORMATION</b>	
Current Records Format	Analog still images:10 cu ft
Approximate first year of records covered by this authority	1954
End year of records covered by this authority	Year: 2003
Frequency of transfer	0
Are any of the records covered by this item subject to a FOIA exemption?	No
<b>DAA-0563-2024-0003-0008</b>	
<b>STATUS: Active</b>	
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Educational and Presentation Materials
Item Description	Graphic materials used for presentations and/or publications related to scientific research, education, and training.
Is this item media neutral?	No
Media limitation	Paper/analog only
Is this item a Big Bucket?	Yes
<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

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<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Permanent
Cutoff Instructions	Other: Cutoff upon approval of schedule.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives immediately after cutoff
<b>ADDITIONAL INFORMATION</b>	
Current Records Format	Analog still images:5 cu ft
Approximate first year of records covered by this authority	1954
End year of records covered by this authority	Year: 2003
Frequency of transfer	0
Are any of the records covered by this item subject to a FOIA exemption?	No
DAA-0563-2024-0003-0009 <span style="float: right;">STATUS: Active</span>	
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Research Photos
Item Description	Photographic materials documenting research activities at PIADC.
Is this item media neutral?	Yes
Is this item a Big Bucket?	Yes
<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	Other: Cutoff upon approval of schedule.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives immediately after cutoff
<b>ADDITIONAL INFORMATION</b>	
Current Records Format	Analog still images:5 cu ft
Approximate first year of records covered by this authority	1954
End year of records covered by this authority	Year: 2003

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Frequency of transfer	0
Are any of the records covered by this item subject to a FOIA exemption?	No
<b>DAA-0563-2024-0003-0010</b>	
<b>STATUS: Active</b>	
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Historic Photos
Item Description	Photographs recording non-research activities, the environment, and people.
Is this item media neutral?	Yes
Is this item a Big Bucket?	Yes
<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	Other: Cutoff upon approval of schedule.
Are there multiple instructions for this item?	No
Transfer Instruction	Other: Transfer existing records to the National Archives immediately after approval of schedule. For any records created after schedule approval, transfer to the National Archives within one year of creation.
<b>ADDITIONAL INFORMATION</b>	
Current Records Format	Analog still images:1 cu ft
Approximate first year of records covered by this authority	1954
End year of records covered by this authority	Still being created
Frequency of transfer	0
Are any of the records covered by this item subject to a FOIA exemption?	No

<b>Group Title</b>	Motion Picture Records
<b>DAA-0563-2024-0003-0011</b>	
<b>STATUS: Active</b>	
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Research Activities

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Item Description	Motion picture and audio materials documenting scientific research done at PIADC.
Is this item media neutral?	Yes
Is this item a Big Bucket?	Yes
<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	Other: Cutoff upon approval of schedule.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives immediately after cutoff
<b>ADDITIONAL INFORMATION</b>	
Current Records Format	Analog moving pictures:1 cu ft
Approximate first year of records covered by this authority	1954
End year of records covered by this authority	Still being created
Frequency of transfer	0
Are any of the records covered by this item subject to a FOIA exemption?	No
<b>DAA-0563-2024-0003-0012</b>	
<b>STATUS: Active</b>	
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Events
Item Description	Motion picture and audio documenting events at PIADC.
Is this item media neutral?	Yes
Is this item a Big Bucket?	Yes
<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	Other: Cutoff upon approval of schedule.

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Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives immediately after cutoff
<b>ADDITIONAL INFORMATION</b>	
Current Records Format	Analog moving pictures:1 cu f
Approximate first year of records covered by this authority	1954
End year of records covered by this authority	Still being created
Frequency of transfer	0
Are any of the records covered by this item subject to a FOIA exemption?	No

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Signatory Information

<b>Action</b>	<b>User</b>	<b>Date</b>
Accept	Robert Bennett	05/20/2024
Approve	Colleen Shogan	06/12/2024