

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0117-2023-0007

Status: APPROVED
Date Approved: 06/12/2024

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	Mission and Organization
Additional Schedule Information	This schedule includes the administrative, strategic planning, governance, legislative, and senior level management records of the American Battle Monuments Commission and consists of the mission and organization records related to the arrangement of the organization, operations, structure, functions, activities, and decision-making process.
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: 3

Number of Permanent disposition items: 5

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-0117-2023-0007

Item #	Title	Disposition
0001	Mission and Organization	Permanent
0002	Records of the Commissioners, Office of the Secretary and Deputy Secretary	Permanent
0003	Special Assistant to the Secretary	Permanent
0004	Reading files	Temporary
0005	Strategic Planning and Government Performance Management	Permanent
0006	Program Level Planning and Performance Management	Temporary
0007	Briefing Materials	Temporary
0008	Agency Policies and Procedures	Permanent

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Records Schedule Items

DAA-0117-2023-0007-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Mission and Organization	
Item Description	<p>This includes but is not limited to:</p> <ul style="list-style-type: none"> • mission and organization records • charts and illustrations • organizational studies • agency regulations and notices • agency directives • supplements • interim guidance and notices • special studies and special programs • mission related and executive committee and working group files • agreements/memoranda of understanding and other partnership materials • program direction records* • senior staff meeting files • agency numbered memos & policies <p>*Program direction records are accumulated by agency officials to manage the agency functions. They document planning, policy-making decisions, program management functions, procedures, and program initiatives.</p>	
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	Permanent	
Cutoff Instructions	Other: Cut off annually; retain copies as necessary	
Are there multiple instructions for this item?	No	
Transfer Instruction	Transfer to the National Archives 15 year(s) after cut off	
ADDITIONAL INFORMATION		

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Current Records Format	Paper-based textual records:2 cubic feet ; Textual data:15 MB
Approximate first year of records covered by this authority	1923
End year of records covered by this authority	Still being created
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	No

DAA-0117-2023-0007-0002		STATUS: Active	
ITEM GENERAL INFORMATION			
Item Title	Records of the Commissioners, Office of the Secretary and Deputy Secretary		
Item Description	Organized chronologically and by subject, records include, but are not limited to, <ul style="list-style-type: none"> • position appointments • briefing papers for the Commissioners, Office of the Secretary and Deputy Secretary • Schedule C Presidential Appointments (PA) • affidavits of appointment • testimonies • official visits • visits of high-ranking officials • correspondence with heads of state and other entities, including between Congress, White House and commission staff (non-email) 		
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?	Yes		
	Superseded Items		
Superseded Item	Item Superseded in Part?	Explanation	
N1-117-95-001 / 4	No		
Is this item a deviation from the GRS?	No		
DISPOSITION INSTRUCTION			
Final Disposition	Permanent		
Cutoff Instructions	Other: Cut off annually.		

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Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 15 year(s) after cut off
ADDITIONAL INFORMATION	
Current Records Format	Paper-based textual records:1 cubic foot ; Textual data:10 MB
Approximate first year of records covered by this authority	1923
End year of records covered by this authority	Still being created
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	No

DAA-0117-2023-0007-0003		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Special Assistant to the Secretary	
Item Description	Records of special assistants to the Secretary and Executive Office including project management, writing and editing, research, and high level administrative and relationship support functions.	
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	Permanent	
Cutoff Instructions	Other: Cut off annually; retain copies as necessary	
Are there multiple instructions for this item?	No	
Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff	
ADDITIONAL INFORMATION		
Current Records Format	Paper-based textual records:2 cubic feet ; Textual data:5 MB	
Approximate first year of records covered by this authority	1923	
End year of records covered by this authority	Still being created	
Frequency of transfer	1	

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Are any of the records covered by this item subject to a FOIA exemption?	No
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DAA-0117-2023-0007-0004	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Reading files
Item Description	Convenience copies of outgoing communication maintained by staff not part of the Executive Office.
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	Other: Cut off annually.
Retention Period	Destroy 3 year(s) after cut off
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0117-2023-0007-0005	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Strategic Planning and Government Performance Management

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Item Description	Strategic planning and government performance management records include but are not limited to: <ul style="list-style-type: none"> • strategic plans • annual performance plans • program reviews • management reviews and surveys • accountability reports • specifications for measuring performance • reporting results via spreadsheet or other means such as dashboards, and related records, and case files related to preparing these plans and reports for submission to the Office of Management and Budget (OMB), Congress, and senior staff for compliance, reporting, program office review, and statutory purposes. This does not include statutorily required reports that are covered by other schedules. 	
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?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-117-95-001 / 6	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Cutoff Instructions	Other: Cut off annually.	
Are there multiple instructions for this item?	No	
Transfer Instruction	Transfer to the National Archives 15 year(s) after cut off	
ADDITIONAL INFORMATION		
Current Records Format	Textual data:5MB	
Approximate first year of records covered by this authority	1923	
End year of records covered by this authority	Still being created	
Frequency of transfer	1	

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Are any of the records covered by this item subject to a FOIA exemption?	No
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DAA-0117-2023-0007-0006	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Program Level Planning and Performance Management
Item Description	Program office level program reviews, cumulative performance information, and feeder reports produced and maintained only within the program offices.
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	Other: Cut off annually.
Retention Period	Destroy 7 year(s) after cut off
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0117-2023-0007-0007	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Briefing Materials
Item Description	Books prepared for bilateral, multilateral, and interagency meetings and conferences, containing meeting agendas, delegation lists, policy and position papers, and reference material containing copies of key international documents and other papers required for conducting international business.
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
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off annually.
Retention Period	Destroy 7 year(s) after cut off
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0117-2023-0007-0008	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Agency Policies and Procedures
Item Description	Records which provide guidance and direction related to the management of various activities to ensure compliance with laws and regulations, give guidance for decision-making, and streamline internal processes
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	Permanent
Cutoff Instructions	Other: Cut off annually.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 15 year(s) after cut off
ADDITIONAL INFORMATION	
Current Records Format	Textual data:5MB
Approximate first year of records covered by this authority	1923
End year of records covered by this authority	Still being created
Frequency of transfer	1

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Signatory Information

Action	User	Date
Accept	Steven Rhodes	06/12/2023
Approve	Colleen Shogan	06/12/2024