

Request for Records Disposition Authority

Records Schedule Number DAA-0536-2013-0007
Schedule Status Approved

Agency or Establishment Advisory Council on Historic Preservation
Record Group / Scheduling Group Records of the Advisory Council on Historic Preservation
Records Schedule applies to Agency-wide
Schedule Subject Records of the Advisory Council on Historic Preservation
Internal agency concurrences will be provided No

Background Information Records of the Advisory Council on Historic Preservation

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
69	30	39	0

GAO Approval

Outline of Records Schedule Items for DAA-0536-2013-0007

Sequence Number	
1	Advisory Council on Historic Preservation General Operation, Business, Council, Meetings, Legal Work, and Partnerships Records
1.1	Records relating to the Advisory Council on Historic Preservation Subgroups Disposition Authority Number: DAA-0536-2013-0007-0001
1.2	Draft materials relating to the records of the Advisory Council on Historic Preservation's subgroups Disposition Authority Number: DAA-0536-2013-0007-0002
1.3	Records relating to the Advisory Council on Historic Preservation's Partnerships and Interagency Initiatives Disposition Authority Number: DAA-0536-2013-0007-0003
1.4	Advisory Council on Historic Preservation Freedom of Information Act Annual Reports to Congress Disposition Authority Number: DAA-0536-2013-0007-0004
1.5	Draft Advisory Council on Historic Preservation Documents Providing Legal Advice Disposition Authority Number: DAA-0536-2013-0007-0005
1.6	Litigation and case law materials. Disposition Authority Number: DAA-0536-2013-0007-0006
1.7	Materials relating to the development and issuance of the regulations, 36 CFR Part 800 Disposition Authority Number: DAA-0536-2013-0007-0007
1.8	Records relating to the Advisory Council on Historic Preservation Participation in International Organizations and Initiatives Disposition Authority Number: DAA-0536-2013-0007-0008
1.9	Records relating to the activities of the International Centre for the Study of the Preservation and the Restoration of Cultural Property (ICCROM), International Council on Monuments and Sites (ICOMOS), the U.S. National Committee of the International Council on Monuments and Sites (US ICOMOS), and other international initiatives Disposition Authority Number: DAA-0536-2013-0007-0009
1.10	Official records of the Executive Director Disposition Authority Number: DAA-0536-2013-0007-0010
1.11	Working papers of the Executive Director Disposition Authority Number: DAA-0536-2013-0007-0011
1.12	Official records of the Chairman Disposition Authority Number: DAA-0536-2013-0007-0012
1.13	Working records of the Chairman

	Disposition Authority Number: DAA-0536-2013-0007-0013
1.14	Records relating to the National Historic Preservation Act (NHPA) Disposition Authority Number: DAA-0536-2013-0007-0014
1.15	Records relating to other preservation legislation. Disposition Authority Number: DAA-0536-2013-0007-0015
1.16	Final Council Meeting materials Disposition Authority Number: DAA-0536-2013-0007-0016
1.17	Draft Council Meeting materials Disposition Authority Number: DAA-0536-2013-0007-0017
1.18	Strategic plan development files Disposition Authority Number: DAA-0536-2013-0007-0018
1.19	Council Member Administrative materials Disposition Authority Number: DAA-0536-2013-0007-0019
1.20	Management of IT System materials Disposition Authority Number: DAA-0536-2013-0007-0020
1.21	Staff Management Materials Disposition Authority Number: DAA-0536-2013-0007-0021
1.22	Personnel materials Disposition Authority Number: DAA-0536-2013-0007-0022
1.23	Procurement materials Disposition Authority Number: DAA-0536-2013-0007-0023
1.24	Annual budget estimates and justifications. Disposition Authority Number: DAA-0536-2013-0007-0024
1.25	Draft and working budget records and associated materials. Disposition Authority Number: DAA-0536-2013-0007-0025
1.26	Partnerships and Interagency Initiatives in which the ACHP is solely a Participant Disposition Authority Number: DAA-0536-2013-0007-0026
1.27	Final Advisory Council on Historic Preservation Legal Products Disposition Authority Number: DAA-0536-2013-0007-0027
2	Section 106 Records
2.1	Section 106 Case Records Disposition Authority Number: DAA-0536-2013-0007-0028
2.2	National Environmental Policy Act (NEPA) documents Disposition Authority Number: DAA-0536-2013-0007-0029
2.3	Section 106 Program Alternatives Development Files Disposition Authority Number: DAA-0536-2013-0007-0030
2.4	Non participating Section 106 Program Alternatives Development Files Disposition Authority Number: DAA-0536-2013-0007-0031

- 2.5 Section 106 Policy and Guidance
Disposition Authority Number: DAA-0536-2013-0007-0032
- 2.6 Draft and working files for Section 106 policy and guidance
Disposition Authority Number: DAA-0536-2013-0007-0033
- 2.7 Federal Agency Program Improvement Products
Disposition Authority Number: DAA-0536-2013-0007-0034
- 2.8 Drafts, working papers, and technical assistance documents related to Federal Agency Program Improvement Products
Disposition Authority Number: DAA-0536-2013-0007-0035
- 3 Records relating to Native American Affairs
 - 3.1 Section 101(d)(5) of the National Historic Preservation Act Application Files
Disposition Authority Number: DAA-0536-2013-0007-0036
 - 3.2 Section 101(d)(2) of the National Historic Preservation Act application files
Disposition Authority Number: DAA-0536-2013-0007-0037
 - 3.3 Advisory Council on Historic Preservation's Tribal and Native Hawaiian Policy Materials
Disposition Authority Number: DAA-0536-2013-0007-0038
- 4 Preserve America Records
 - 4.1 Preserve America Program files
Disposition Authority Number: DAA-0536-2013-0007-0039
 - 4.2 Preserve America Grants Effectiveness Report
Disposition Authority Number: DAA-0536-2013-0007-0040
 - 4.3 Preserve America Summit final products
Disposition Authority Number: DAA-0536-2013-0007-0041
 - 4.4 Supporting materials for the Preserve America Grants program
Disposition Authority Number: DAA-0536-2013-0007-0042
 - 4.5 Preserve America Program Marketing, Events, and Media Files
Disposition Authority Number: DAA-0536-2013-0007-0043
 - 4.6 Draft and Working Preserve America Program Marketing, Events, and Media files
Disposition Authority Number: DAA-0536-2013-0007-0044
 - 4.7 Preserve America Program Management and Administrative Records
Disposition Authority Number: DAA-0536-2013-0007-0045
 - 4.8 Preserve America Summit Draft and Administrative Records
Disposition Authority Number: DAA-0536-2013-0007-0046
- 5 Files relating to Preservation Initiatives
 - 5.1 Heritage Tourism files
Disposition Authority Number: DAA-0536-2013-0007-0047

- 5.2 Economic Impacts of Historic Preservation files
Disposition Authority Number: DAA-0536-2013-0007-0048
- 5.3 Draft and Working Heritage Tourism Files
Disposition Authority Number: DAA-0536-2013-0007-0049
- 5.4 Working and Draft Files relating to the Economic Impacts of Historic Preservation
Disposition Authority Number: DAA-0536-2013-0007-0050
- 6 Advisory Council on Historic Preservation Awards, Communication, and Outreach files
- 6.1 Preservation Award Files
Disposition Authority Number: DAA-0536-2013-0007-0051
- 6.2 Working files, Non-Winner nominations, and Non-ACHP Managed Preservation Awards
Disposition Authority Number: DAA-0536-2013-0007-0052
- 6.3 Advisory Council on Historic Preservation/National Trust for Historic Preservation Award for Federal Partnerships in Historic Preservation files
Disposition Authority Number: DAA-0536-2013-0007-0053
- 6.4 Advisory Council on Historic Preservation Style Standards and Guidelines materials
Disposition Authority Number: DAA-0536-2013-0007-0054
- 6.5 Materials documenting Advisory Council on Historic Preservation participation in conferences
Disposition Authority Number: DAA-0536-2013-0007-0055
- 6.6 Advisory Council on Historic Preservation Website files
Disposition Authority Number: DAA-0536-2013-0007-0056
- 6.7 Advisory Council on Historic Preservation Social Media files
Disposition Authority Number: DAA-0536-2013-0007-0057
- 6.8 Advisory Council on Historic Preservation Final Publications
Disposition Authority Number: DAA-0536-2013-0007-0058
- 6.9 Draft and working publication files
Disposition Authority Number: DAA-0536-2013-0007-0059
- 6.10 Final products related to Advisory Council on Historic Preservation public affairs and media outreach
Disposition Authority Number: DAA-0536-2013-0007-0060
- 6.11 Draft media and outreach materials
Disposition Authority Number: DAA-0536-2013-0007-0061
- 6.12 Advisory Council on Historic Preservation Information Requests
Disposition Authority Number: DAA-0536-2013-0007-0062
- 6.13 Advisory Council on Historic Preservation Multi-media records
Disposition Authority Number: DAA-0536-2013-0007-0063

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| 6.14 | Final Advisory Council on Historic Preservation Speeches and Member Presentations
Disposition Authority Number: DAA-0536-2013-0007-0064 |
| 6.15 | Draft speeches and member presentations
Disposition Authority Number: DAA-0536-2013-0007-0065 |
| 6.16 | Camera ready artwork and other multimedia records
Disposition Authority Number: DAA-0536-2013-0007-0066 |
| 7 | NHPA and Section 106 Training Materials |
| 7.1 | Sample NHPA and Section 106 Training Products
Disposition Authority Number: DAA-0536-2013-0007-0067 |
| 7.2 | General NHPA and Section 106 Training Materials
Disposition Authority Number: DAA-0536-2013-0007-0068 |
| 7.3 | Administrative Materials relating to NHPA and Section 106 Training
Disposition Authority Number: DAA-0536-2013-0007-0069 |

What will be the date span of the initial transfer of records to the National Archives? **From 1966 To 2008**

How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	68 Cubic feet	1.25 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.2

Draft materials relating to the records of the Advisory Council on Historic Preservation's subgroups

Disposition Authority Number **DAA-0536-2013-0007-0002**

Materials include draft meeting notes, agendas, papers, reports, etc. relating to the establishment and work of ACHP committees and taskforces.

Final Disposition **Temporary**

Item Status **Active**

Is this item 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? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

Disposition Instruction

Cutoff Instruction **Cut off each calendar year, or when guidance, report, publication, etc. is complete.**

Retention Period **Destroy immediately after cut off or when no longer needed for reference, whichever is longer.**

Additional Information

1.3

GAO Approval **Not Required**
Records relating to the Advisory Council on Historic Preservation's Partnerships and Interagency Initiatives

Disposition Authority Number **DAA-0536-2013-0007-0003**

Files comprise agendas, minutes, substantive correspondence, studies, press releases, reports, publications and other final products from partnerships, interagency groups, and task forces that ACHP leads or chairs.

Final Disposition **Permanent**

Item Status **Active**

Is this item 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? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

Disposition Instruction

Cutoff Instruction **Cut off each calendar year.**

Transfer to the National Archives for Accessioning **Transfer textual materials in five year blocks to NARA when the latest record in the block is fifteen years old, or when no longer needed for reference, whichever is longer. Transfer electronic records to NARA in five year blocks when the earliest record in the block is five years old.**

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 1966 To 2008**

How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	15 Cubic feet	3 Cubic feet
Microform		

Hardcopy or Analog Special Media		
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1.4

Advisory Council on Historic Preservation Freedom of Information Act Annual Reports to Congress

Disposition Authority Number **DAA-0536-2013-0007-0004**

Agency level reports to Congress.

Final Disposition **Temporary**

Item Status **Active**

Is this item 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? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

Disposition Instruction

Cutoff Instruction **Cut off every five years.**

Retention Period **Destroy immediately after cut off.**

Additional Information

GAO Approval **Not Required**

1.5

Draft Advisory Council on Historic Preservation Documents Providing Legal Advice

Disposition Authority Number **DAA-0536-2013-0007-0005**

Files includes draft documents containing legal advice and opinions from the ACHP's Office of General Counsel not relating to Section 106 of the NHPA; files also include draft litigation reports, internal memoranda, and correspondence. Documents may be relevant to general agency operations and ACHP activities as outlined in the Strategic Plan. Materials also include draft correspondence forwarding and/or explaining legal advice and guidance to and from the ACHP, federal agencies, Congress, the White House, Indian tribes, Native Hawaiian organizations, and other parties. This series includes the draft historic preservation law book and updates.

Final Disposition **Temporary**

Item Status **Active**

Is this item 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? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

Disposition Instruction

Cutoff Instruction **Cut off after the development and issuance of the legal advice, report, or guidance, or publication of the law book and/or update.**

Retention Period **Destroy five years after cut off, or when no longer needed for reference, whichever is longer.**

Additional Information

GAO Approval **Not Required**

Litigation and case law materials.

Disposition Authority Number **DAA-0536-2013-0007-0006**

Correspondence, memoranda, and filings regarding historic preservation litigation (regardless whether the ACHP is a party to the litigation) and Equal Employment Opportunity Commission materials, including correspondence with the Department of Justice and other federal agencies involved in the litigation, draft briefs, and administrative record materials.

Final Disposition **Temporary**

Item Status **Active**

Is this item 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? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

Disposition Instruction

Cutoff Instruction **Cut off after the close of the litigation or EEOC proceeding, update completed, etc.**

Retention Period **Destroy two years after cut off or when no longer needed for reference, whichever is longer.**

Additional Information

1.6

1.7

GAO Approval **Not Required**

Materials relating to the development and issuance of the regulations, 36 CFR Part 800

Disposition Authority Number **DAA-0536-2013-0007-0007**

Materials relating to the development and revisions to 36 CFR Part 800. Includes draft and proposed regulations, comments, correspondence, and associated materials.

Final Disposition **Permanent**

Item Status **Active**

Is this item 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? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

Disposition Instruction

Cutoff Instruction **Cut off when final regulations are published.**

Transfer to the National Archives for Accessioning **Transfer textual materials in five year blocks to NARA when the latest record in the block is fifteen years old, or when no longer needed for reference, whichever is longer. Transfer electronic records to NARA in five year blocks when the earliest record in the block is five years old.**

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 1966 To 2008**

How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	4 Cubic feet	0.1 Cubic feet
Microform		

Hardcopy or Analog Special Media		
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1.8

Records relating to the Advisory Council on Historic Preservation Participation in International Organizations and Initiatives

Disposition Authority Number **DAA-0536-2013-0007-0008**

Files relating to the ACHP's role and engagement in the International Centre for the Study of the Preservation and the Restoration of Cultural Property (ICCROM), International Council on Monuments and Sites (ICOMOS), the U.S. National Committee of the International Council on Monuments and Sites (US ICOMOS), and other international initiatives, including but not limited to the World Heritage Convention.

Final Disposition **Permanent**

Item Status **Active**

Is this item 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? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

GRS or Superseded Authority Citation **N1-536-97-1**

Disposition Instruction

Cutoff Instruction **Cut off every five years.**

Transfer to the National Archives for Accessioning **Transfer textual materials in five year blocks to NARA when the latest record in the block is fifteen years old, or when no longer needed for reference, whichever is longer. Transfer electronic records to NARA in five year blocks when the earliest record in the block is five years old.**

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 1966 To 2008**

How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	6 Cubic feet	0.5 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.9

Records relating to the activities of the International Centre for the Study of the Preservation and the Restoration of Cultural Property (ICCRPM), International Council on Monuments and Sites (ICOMOS), the U.S. National Committee of the International Council on Monuments and Sites (US ICOMOS), and other international initiatives

Disposition Authority Number DAA-0536-2013-0007-0009

Materials relating to the activities of ICCROM, ICOMOS, US ICOMOS, and other international initiatives, including but not limited to the World Heritage Convention, including documents on governance and incorporation, board materials, meeting notes, symposium materials, conference materials, organization initiatives, General Assembly materials, representative materials, application forms, applications, jury review, correspondence, and documentation of related activities.

Final Disposition Temporary

Item Status Active

Is this item 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? Yes

Do any of the records covered by this item exist as structured electronic data? No

GRS or Superseded Authority Citation N1-536-97-1

Disposition Instruction

Cutoff Instruction Cut off every 5 years.

Retention Period Destroy immediately after cut off or when no longer needed for reference, whichever is longer.

1.10

Additional Information

GAO Approval **Not Required**

Official records of the Executive Director

Disposition Authority Number **DAA-0536-2013-0007-0010**

Files comprise programmatic subject files that can include correspondence. May also include daily operation notes, final materials for new Administration transition teams, reports, white papers, fact sheets; documentation of ED responses to Chairman's action items; agency-wide, programs, and office descriptions for the purpose of informing the new Administration. Files also include Executive Director Chron Files, 1967-2007.

Final Disposition **Permanent**

Item Status **Active**

Is this item 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? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

Disposition Instruction

Cutoff Instruction **Cut off each calendar year.**

Transfer to the National Archives for Accessioning **Transfer textual materials in five year blocks to NARA when the latest record in the block is fifteen years old, or when no longer needed for reference, whichever is longer. Transfer electronic records to NARA in five year blocks when the earliest record in the block is five years old.**

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 1966 To 2008**

How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		

Paper	12 Cubic feet	0.8 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.11

Working papers of the Executive Director

Disposition Authority Number **DAA-0536-2013-0007-0011**

Files include working papers, drafts, internal documents, etc. relating to the Executive Director's functions and transition materials for the new Administration. Files also include administrative housekeeping files.

Final Disposition **Temporary**

Item Status **Active**

Is this item 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? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

Disposition Instruction

Cutoff Instruction **Cut off each calendar year.**

Retention Period **Destroy immediately after cut off or when no longer needed for reference, whichever is longer.**

Additional Information

GAO Approval **Not Required**

1.12

Official records of the Chairman

Disposition Authority Number **DAA-0536-2013-0007-0012**

Final agency documents, including official correspondence submitted for the Chairman's signature, final speeches, presentations, public addresses, remarks, press statements, and related materials as presented by the staff for the Chairman's use.

Final Disposition **Permanent**

Item Status **Active**

Is this item 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? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

Disposition Instruction

Cutoff Instruction **Cut off each calendar year.**

Transfer to the National Archives for Accessioning **Transfer textual materials in five year blocks to NARA when the latest record in the block is fifteen years old, or when no longer needed for reference, whichever is longer. Transfer electronic records to NARA in five year blocks when the earliest record in the block is five years old.**

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 1966 To 2008**

How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	12 Cubic feet	0.8 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.13

Working records of the Chairman

Disposition Authority Number **DAA-0536-2013-0007-0013**

Files include working papers, drafts, internal documents, notes, etc. relating to the Chairman's functions.

Final Disposition **Temporary**

Item Status **Active**

Is this item 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? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

Disposition Instruction

Cutoff Instruction **Cut off each calendar year.**

Retention Period **Destroy immediately after cut off or when no longer needed for reference, whichever is longer.**

Additional Information

GAO Approval **Not Required**

1.14

Records relating to the National Historic Preservation Act (NHPA)

Disposition Authority Number **DAA-0536-2013-0007-0014**

Materials include formal ACHP comments and documentation of associated actions relating to the drafting of the NHPA and its amendments, including but not limited to comments on proposed legislation, responses to congressional inquiries, reports to Congress and analyses. Files also include documentation of ACHP review of legislative proposals that have a significant impact on historic preservation but may not directly affect the NHPA.

Final Disposition **Permanent**

Item Status **Active**

Is this item 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? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

Disposition Instruction

Cutoff Instruction **Cut off every two years (run with each Congress).**

Transfer to the National Archives for Accessioning **Transfer textual materials in five year blocks to NARA when the latest record in the block is fifteen years old, or when no longer needed for reference,**

whichever is longer. Transfer electronic records to NARA in five year blocks when the earliest record in the block is five years old.

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 1966 To 2008**

How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	12 Cubic feet	0.4 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.15

Records relating to other preservation legislation.

Disposition Authority Number **DAA-0536-2013-0007-0015**

Materials include documents, comments, inquiries, and associated files relating to other preservation legislation, proposals, reports to Congress and analyses.

Final Disposition **Temporary**

Item Status **Active**

Is this item 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? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

Disposition Instruction

Cutoff Instruction **Cut off ever two years (run with each Congress).**

1.16

Retention Period	Destroy immediately after cut off or when no longer needed for reference, whichever is longer.
Additional Information	
GAO Approval	Not Required
Final Council Meeting materials	
Disposition Authority Number	DAA-0536-2013-0007-0016
Council meeting materials including final agendas, meeting books and related content, announcements, notes, meeting minutes, Chairman's notes, Council members' notes, field trip planning materials and notes, and other final materials related to the planning and content of the Council meetings. Files also include documentation relating to history of meeting location and location selection.	
Final Disposition	Permanent
Item Status	Active
Is this item 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?	Yes
Do any of the records covered by this item exist as structured electronic data?	No
GRS or Superseded Authority Citation	N1-536-97-1
Disposition Instruction	
Cutoff Instruction	Cut off each calender year.
Transfer to the National Archives for Accessioning	Transfer textual materials in five year blocks to NARA when the latest record in the block is fifteen years old, or when no longer needed for reference, whichever is longer. Transfer electronic records to NARA in five year blocks when the earliest record in the block is five years old.
Additional Information	
What will be the date span of the initial transfer of records to the National Archives?	From 1966 To 2008
How frequently will your agency transfer these records to the National Archives?	Every 5 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	9 Cubic feet	1 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.17

Draft Council Meeting materials

Disposition Authority Number **DAA-0536-2013-0007-0017**

Files include draft meeting notes, draft agendas, draft minutes, draft planning materials, audio cassettes of meetings, and administrative meeting planning materials (except files relating to the history of the meeting location and location selection). Files also include administrative files relating to meeting planning, set up, location selection, correspondence, maps, locational information, special event planning, and other information provided to Council Members and/or the public about meeting space and logistics.

Final Disposition **Temporary**

Item Status **Active**

Is this item 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? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

GRS or Superseded Authority Citation **N1-536-97-1**

Disposition Instruction

Cutoff Instruction **Cut off each calendar year.**

Retention Period **Destroy immediately after cut off or when no longer needed for reference, whichever is longer.**

Additional Information

GAO Approval **Not Required**

1.18

Strategic plan development files

Disposition Authority Number **DAA-0536-2013-0007-0018**

Materials include staff and Council member correspondence, comments, notes, recommendations, and review of the Strategic Plan; drafts and final versions of the Strategic Plan; comments from external parties on the Strategic Plan.

Final Disposition **Permanent**

Item Status **Active**

Is this item 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? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

Disposition Instruction

Cutoff Instruction **Cut off when new strategic plan is made final (every six years).**

Transfer to the National Archives for Accessioning **Transfer textual materials in five year blocks to NARA when the latest record in the block is fifteen years old, or when no longer needed for reference, whichever is longer. Transfer electronic records to NARA in five year blocks when the earliest record in the block is five years old.**

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 1966 To 2008**

How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	6 Cubic feet	1 Cubic feet
Microform		

Hardcopy or Analog Special Media		
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1.19

Council Member Administrative materials

Disposition Authority Number **DAA-0536-2013-0007-0019**

Personnel files and materials relating to non-federal Council Members, appointment process, commissions, per diem payment instructions, and activities as relevant to the Member's identification and/or nomination for the Council, selection process, term, appointment, etc. Includes commissions, biographies, affidavits, and other files as related to Member's special employee status.

Final Disposition **Permanent**

Item Status **Active**

Is this item 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? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

Disposition Instruction

Cutoff Instruction **Cut off every 5 years.**

Transfer to the National Archives for Accessioning **Transfer textual materials in five year blocks to NARA when the latest record in the block is fifteen years old, or when no longer needed for reference, whichever is longer. Transfer electronic records to NARA in five year blocks when the earliest record in the block is five years old.**

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 1966 To 2008**

How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		

Paper	4.5 Cubic feet	2 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.20

Management of IT System materials

Disposition Authority Number **DAA-0536-2013-0007-0020**

Files related to set up, training, operation, repair, requirements, updates, and use of ACHP IT system. Includes files related to the development, use, operation, requirements, updates, and management of ACHPConnect, including documentation related to content structure, format, fields, and style.

Final Disposition **Temporary**

Item Status **Active**

Is this item 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? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

GRS or Superseded Authority Citation **GRS 20, 24, 27**

Disposition Instruction

Cutoff Instruction **Cut off each calendar year.**

Retention Period **Destroy ten years after cut off or when no longer needed for reference, whichever is longer.**

Additional Information

GAO Approval **Not Required**

1.21

Staff Management Materials

Disposition Authority Number **DAA-0536-2013-0007-0021**

Files include employee and office policies, procedures, and guidance; files related to the management of staff, including forms and protocols; emergency procedures and contacts lists; DOI memos, policies, and protocols as relevant and used by the ACHP; employee training materials on agency policies and operations; records

management and archiving records, files, draft procedures, and notes; telework policies, procedures, and forms; physical office use guidelines and instructions; files related to staff office structure and responsibilities; other files relating to staff roles, responsibilities, and guidance.

Final Disposition Temporary

Item Status Active

Is this item 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? Yes

Do any of the records covered by this item exist as structured electronic data? No

GRS or Superseded Authority Citation GRS 16

Disposition Instruction

Cutoff Instruction Cut off each calendar year.

Retention Period Destroy ten years after cut off or when no longer needed for reference, whichever is longer.

Additional Information

GAO Approval Not Required

Personnel materials

Disposition Authority Number DAA-0536-2013-0007-0022

All personnel files, including employee information, personal background information, offers of employment, resignation letters, retirement assistance and notification materials, retirement files, certificates of eligibility, position classification information, appeals, employment status, position descriptions, merit promotion files, donated leave files, performance plans and appraisals (EPAPs), intern and extern information, notifications of personnel actions (including SF 50s), reasonable accommodation requests, employee awards (including spot awards and other recognition), materials relating to terminations for cause, reductions in force, EEO records (including complaints and resolutions), alternate worksite files (including individual telework surveys and agreements), personnel counseling records, ADR files, administrative grievances, disciplinary, and adverse action files, personnel injury files, litigation involving ACHP personnel matters, and related records. Files under this series also include pay roll files, time and attendance files, leave records, tax files, Combined Federal Campaign files, Thrift Savings Plan files, Direct Deposit files, levy and garnishment files, payroll administrative files.

1.22

These materials also include the calendars of the Chairman, Executive Director, and other Office Directors.

Final Disposition Temporary

Item Status Active

Is this item 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? Yes

Do any of the records covered by this item exist as structured electronic data? No

GRS or Superseded Authority Citation GRS 1, 2

Disposition Instruction

Cutoff Instruction Cut off when employee no longer works for the Advisory Council on Historic Preservation.

Retention Period Cut off when employee no longer works for the ACHP. Destroy ten years from cut off or when no longer needed for reference, whichever is later. The calendars of the Chairman, Executive Director, and other Office Directors will be cut off each calendar year and destroyed two years after cut off or when no longer needed for reference, whichever is longer.

Additional Information

GAO Approval Not Required

Procurement materials

Disposition Authority Number DAA-0536-2013-0007-0023

Files relating to procurement of goods and non-personal services, such as office supplies, furniture, leasing of office space, office relocation and move materials, purchase requests, receipts, contracts; files relating to employee credit cards, agreements, statements, disputes, approvals, etc.; orders for IT equipment, including computers, AV equipment, printers, copiers, etc. Files include correspondence, contracts, negotiations, notes, and agreements relating to hotel RFPs, use of hotel space and other meeting spaces, provision of refreshments, provision of AV equipment, etc. Files also include correspondence, requests, policies, complaints, and agreements with GSA regarding use, maintenance, and release of office space.

Final Disposition Temporary

1.23

	Item Status	Active
	Is this item 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?	Yes
	Do any of the records covered by this item exist as structured electronic data?	No
	GRS or Superseded Authority Citation	GRS 3, 11
	Disposition Instruction	
	Cutoff Instruction	Cut off each fiscal year.
	Retention Period	Destroy seven years after cut off or when no longer needed for reference, whichever is longer.
	Additional Information	
	GAO Approval	Not Required
1.24	Annual budget estimates and justifications.	
	Disposition Authority Number	DAA-0536-2013-0007-0024
	Files comprise final annual budget estimates and justifications.	
	Final Disposition	Permanent
	Item Status	Active
	Is this item 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?	Yes
	Do any of the records covered by this item exist as structured electronic data?	No
	GRS or Superseded Authority Citation	GRS 5
	Disposition Instruction	
	Cutoff Instruction	Cut off each fiscal year.
	Transfer to the National Archives for Accessioning	Transfer textual materials in five year blocks to NARA when the latest record in the block is fifteen years old, or when no longer needed for reference, whichever is longer. Transfer electronic records to

NARA in five year blocks when the earliest record in the block is five years old.

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 1966 To 2008**

How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	9 Cubic feet	0.2 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.25

Draft and working budget records and associated materials.

Disposition Authority Number **DAA-0536-2013-0007-0025**

Files relating to the development of the annual budget estimates and justifications, policy decisions, budget procedures, budget execution plans, records relating to the authorization and use of appropriated funds, contract authorizations, internal reports, receipt statements, spreadsheets, analyses, training program financial information (including estimated and actual costs and profits, allocation), liaison interagency agreements, employee detail agreements, expense reports, accounting reports; materials developed by and about the Budget and Planning Committee, including reports, comments, recommendations, meeting notes, and related files.

Final Disposition **Temporary**

Item Status **Active**

Is this item 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? **Yes**

Do any of the records covered by this item exist as structured electronic data?

No

GRS or Superseded Authority Citation

GRS 5

Disposition Instruction

Cutoff Instruction

Cut off each fiscal year.

Retention Period

Destroy five years after cut off or when no longer needed for reference, whichever is longer.

Additional Information

GAO Approval

Not Required

1.26

Partnerships and Interagency Initiatives in which the ACHP is solely a Participant

Disposition Authority Number DAA-0536-2013-0007-0026

Materials include notes, review comments, agendas, correspondence, budgets, scopes of work, grant applications, contracts, press releases, consultation records, conference materials, reports, publications, studies, research, and associated materials related to ACHP's participation in internal and external federal and state government, non-profit, professional, and industry partnerships, associations, task forces, and work groups related to the National Historic Preservation Act and preservation initiatives. Files also relate to the ACHP's involvement in federal government initiatives, not directly focused on NHPA issues or preservation, as authorized by Executive Orders and related authorities, including notes, review comments, agendas, correspondence, budgets, scopes of work, grant applications, contracts, press releases, consultation records, conference materials, and associated materials. For example, this series includes files developed during Native American interagency initiatives, including the Interagency Working Group on Indian Affairs, Consultation Committee, Training Committee, American Indian Executive Working Group, Consultation and Coordination Subcommittee, Training Subcommittee, Natural Resources Subcommittee; Native Hawaiian Federal Interagency Working Group; Sacred Lands Forum Planning Team; Federal Interagency Working Group on Environmental Justice; Native American Task Force; Emergency Preparedness Task Force; and other federal government working groups. This series also includes files relating to the ACHP's participation in special conference partnerships with NPS and other interagency groups as necessary, such as the Executive Branch American Heritage Rivers Initiative and other executive conservation initiatives. This series also includes records relating to ACHP's involvement in the America's Great Outdoors Initiative (announced by the White House in 2010), such as research and development, analysis, and recommendations pertaining to the promotion of cultural heritage; formal and informal comments; correspondence; and other input on the 2011 Report to the President and subsequent annual progress reports; documentation of ACHP staff participation on interagency working groups; copies of AGO Council materials

and notes; related conference and meeting materials, such as presentations and speeches; informal and formal memoranda and correspondence.

Final Disposition Temporary

Item Status Active

Is this item 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? Yes

Do any of the records covered by this item exist as structured electronic data? No

Disposition Instruction

Cutoff Instruction Cut off each calendar year.

Retention Period Destroy five years after cut off or when no longer needed for reference, whichever is longer.

Additional Information

GAO Approval Not Required

1.27

Final Advisory Council on Historic Preservation Legal Products

Disposition Authority Number DAA-0536-2013-0007-0027

Final legal products, including law books, opinions, final correspondence, and memoranda.

Final Disposition Permanent

Item Status Active

Is this item 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? Yes

Do any of the records covered by this item exist as structured electronic data? No

Disposition Instruction

Cutoff Instruction Cut off after the issuance of the legal advice, report, or guidance, or publication of the law book and/or update.

Transfer to the National Archives for Accessioning Transfer textual materials in five year blocks to NARA when the latest record in the block is fifteen

years old, or when no longer needed for reference, whichever is longer. Transfer electronic records to NARA in five year blocks when the earliest record in the block is five years old.

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 1966 To 2008**

How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	3 Cubic feet	1.5 Cubic feet
Microform		
Hardcopy or Analog Special Media		

2

Section 106 Records

Records relating to Section 106 of the National Historic Preservation Act

2.1

Section 106 Case Records

Disposition Authority Number **DAA-0536-2013-0007-0028**

Case records, with related finding aids, received and created by the Office of Federal Agency Programs. Case records include correspondence and documentation to and from federal agencies, applicants, consultants, and contractors regarding ACHP's participation decisions and other relevant information, project and historic property(ies) descriptions, maps, photographs, recordings, effect findings, and other background information; correspondence and documentation about a Section 106 case to and from State Historic Preservation Offices, Tribal Historic Preservation Offices, state and local governments, Indian tribes, Native Hawaiian organizations, consulting parties, other interested groups and individuals; consultation notes and materials relating to cases in which the ACHP formally participated (under Appendix A), provided formal comments or correspondence, provided technical assistance, early coordination assistance, or informal comments. This series also includes executed Section 106 agreements filed with the ACHP, including memoranda of agreement or programmatic agreements relevant to individual Section 106 cases; and requests for ACHP

Comment and associated materials, including ACHP comments, correspondence, consultation and public meeting materials, and agency response. This material also includes ACHPConnect information and reports for individual cases, and cumulative reports developed as needed to respond to inquiries or for agency reporting purposes. This material also includes notes and memoranda from the Executive Director, Office of Native American Affairs, and Office of General Counsel on individual Section 106 cases. Files also include relevant portions (i.e., record material) of National Environmental Policy Act documents from a case in which the federal agency is following the substitution approach to Section 106/ NEPA compliance (36 CFR 800.8(c)) or a case in which the ACHP is a cooperating agency under NEPA.

Final Disposition Permanent

Item Status Active

Is this item 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? Yes

Do any of the records covered by this item exist as structured electronic data? No

GRS or Superseded Authority Citation NC1-368-83-2

Disposition Instruction

Cutoff Instruction Cut off when close case.

Transfer to Inactive Storage Transfer to FRC six months after close of case or when no longer needed for reference, whichever is longer.

Transfer to the National Archives for Accessioning Transfer textual materials in five year blocks to NARA when the latest record in the block is fifteen years old, or when no longer needed for reference, whichever is longer. Transfer electronic records to NARA in five year blocks when the earliest record in the block is five years old.

Additional Information

What will be the date span of the initial transfer of records to the National Archives? From 2002 To 2008

How frequently will your agency transfer these records to the National Archives? Every 5 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	66 Cubic feet	66 Cubic feet
Microform		
Hardcopy or Analog Special Media		

2.2

National Environmental Policy Act (NEPA) documents

Disposition Authority Number **DAA-0536-2013-0007-0029**

Files include NEPA documents sent as part of a Section 106 case, early coordination with the ACHP, or as general information, where the agency was coordinating Section 106 and NEPA (not substituting, and the ACHP is not a cooperating agency under NEPA).

Final Disposition **Temporary**

Item Status **Active**

Is this item 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? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

GRS or Superseded Authority Citation **NC1-368-83-2**

Disposition Instruction

Cutoff Instruction **Cut off when close case.**

Retention Period **Destroy immediately after cut off or when no longer needed for reference.**

Additional Information

GAO Approval **Not Required**

2.3

Section 106 Program Alternatives Development Files

Disposition Authority Number **DAA-0536-2013-0007-0030**

Correspondence, drafts, reports, working files, and memoranda on program alternatives in which the ACHP formally participated (under Appendix A) or provided formal comments or correspondence; as well as executed Section 106 programmatic agreements or other program alternatives filed with the ACHP. Materials include memoranda and notes from Executive Director, OGC, and ONAA on national or regional programmatic approaches. National programmatic agreement development materials and records, and correspondence from previous offices, such as the Office of Cultural Resource Preservation, the Office of Program Review and Education, and the Office of Education and Preservation Assistance (from the 1980s, 1990s).

Final Disposition **Permanent**

Item Status **Active**

Is this item 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? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

GRS or Superseded Authority Citation **NC1-368-83-2**

Disposition Instruction

Cutoff Instruction **Cut off when close case, issue program alternative, or case becomes inactive.**

Transfer to Inactive Storage **Transfer to FRC six months after cut off or when no longer needed for reference, whichever is longer.**

Transfer to the National Archives for Accessioning **Transfer textual materials in five year blocks to NARA when the latest record in the block is fifteen years old, or when no longer needed for reference, whichever is longer. Transfer electronic records to NARA in five year blocks when the earliest record in the block is five years old.**

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 1980 To 2008**

How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	36 Cubic feet	36 Cubic feet
Microform		
Hardcopy or Analog Special Media		

2.4

Non participating Section 106 Program Alternatives Development Files

Disposition Authority Number **DAA-0536-2013-0007-0031**

Correspondence, drafts, reports, working files, and memoranda on program alternatives for which an ACHP database case number is not assigned and which requires no formal ACHP action, in which the ACHP provided only limited technical assistance or informal comments.

Final Disposition **Temporary**

Item Status **Active**

Is this item 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? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

GRS or Superseded Authority Citation **NC1-368-83-2**

Disposition Instruction

Cutoff Instruction **Cut off when close case.**

Retention Period **Destroy immediately after cut off or when no longer needed for reference, whichever is longer.**

Additional Information

GAO Approval **Not Required**

2.5

Section 106 Policy and Guidance

Disposition Authority Number **DAA-0536-2013-0007-0032**

Materials include final published guidance and policies, publications relating to Section 106, memoranda explaining the Section 106 process, regulations, terms, agency requirements, program alternatives, special situations, and agency policy statements. Materials also include final correspondence to agency heads, Congress, the White House, Indian tribes, Native Hawaiian organizations, other interested parties and the public forwarding and/or explaining such documents and guidance.

Final Disposition **Permanent**

Item Status **Active**

Is this item 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? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

GRS or Superseded Authority Citation **NC1-368-83-2**

Disposition Instruction

Cutoff Instruction **Cut off when complete policy or guidance statement.**

Transfer to Inactive Storage **Transfer to FRC six months after cut off or when no longer needed for reference, whichever is longer.**

Transfer to the National Archives for Accessioning **Transfer textual materials in five year blocks to NARA when the latest record in the block is fifteen years old, or when no longer needed for reference, whichever is longer. Transfer electronic records to NARA in five year blocks when the earliest record in the block is five years old.**

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 1980 To 2008**

How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	12 Cubic feet	12 Cubic feet

Microform		
Hardcopy or Analog Special Media		

2.6

Draft and working files for Section 106 policy and guidance

Disposition Authority Number **DAA-0536-2013-0007-0033**

Materials include guidance documents, drafts, working files, incomplete policies, and correspondence explaining the Section 106 process, regulations, terms, agency requirements, program alternatives, special situations, and agency policy statements. This includes all draft documents, recommendations, and information generated by the Office of Federal Agency Programs, from the OFAP policy teams, and from other ACHP offices. This includes internal memoranda and notes from the Executive Director, OGC, ONAA, the Office of Preservation Initiatives, and the Office of Communications, Education, and Outreach. Files also include tribal and Native Hawaiian consultation guidance draft documents and technical assistance materials, including consultation records; informal correspondence to and from ACHP members and staff, federal agencies, State and Tribal Historic Preservation Offices, Indian tribes, Native Hawaiian organizations, consultants and contractors; training materials such as presentations, interagency agreements, and review comments; and memoranda.

Final Disposition **Temporary**

Item Status **Active**

Is this item 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? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

GRS or Superseded Authority Citation **NC1-368-83-2**

Disposition Instruction

Cutoff Instruction **Cut off every two years or when complete policy or guidance statement.**

Retention Period **Destroy immediately after cut off or when no longer needed for reference, whichever is longer.**

2.7

Additional Information

GAO Approval Not Required

Federal Agency Program Improvement Products

Disposition Authority Number DAA-0536-2013-0007-0034

Correspondence, memoranda, and other documentation relating to formal ACHP assistance to and about federal agencies improving compliance with the National Historic Preservation Act. This material includes special studies, papers, and reports either produced by the ACHP or submitted to the ACHP by the federal agency to help improve its compliance with the NHPA; also including but not limited to the Department of Defense Legacy Program funded report, science and technology reports, Millennium Federal Stewardship Report materials, ACHP's triennial report on the federal government's identification, protection, and use of historic properties in accordance with Section 3 of Executive Order 13287, FED notes, Senior Policy Official meeting materials, and other associated materials.

Final Disposition Permanent

Item Status Active

Is this item 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? Yes

Do any of the records covered by this item exist as structured electronic data? No

GRS or Superseded Authority Citation NC1-368-83-2

Disposition Instruction

Cutoff Instruction Cut off when report or guidance is completed and distributed, or when ACHP technical assistance is otherwise complete.

Transfer to Inactive Storage Transfer to FRC six months after cut off or when no longer needed for reference, whichever is longer.

Transfer to the National Archives for Accessioning Transfer textual materials in five year blocks to NARA when the latest record in the block is fifteen years old, or when no longer needed for reference, whichever is longer. Transfer electronic records to NARA in five year blocks when the earliest record in the block is five years old.

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 1980 To 2008**

How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	6 Cubic feet	6 Cubic feet
Microform		
Hardcopy or Analog Special Media		

2.8

Drafts, working papers, and technical assistance documents related to Federal Agency Program Improvement Products

Disposition Authority Number **DAA-0536-2013-0007-0035**

Materials documenting ACHP technical assistance, draft materials, working papers, etc., to federal agencies and about federal agencies for improving compliance with the National Historic Preservation Act when there is no formal ACHP involvement.

Final Disposition **Temporary**

Item Status **Active**

Is this item 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? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

GRS or Superseded Authority Citation **NC1-368-83-2**

Disposition Instruction

Cutoff Instruction **Cut off every two years.**

3	Retention Period	Destroy immediately after cut off or when no longer needed for reference, whichever is longer.
	Additional Information	
	GAO Approval	Not Required
	Records relating to Native American Affairs	
	Records relating to Native American Affairs	
3.1	Section 101(d)(5) of the National Historic Preservation Act Application Files	
	Disposition Authority Number	DAA-0536-2013-0007-0036
	Files include final executed 101(d)(5) agreements and related materials; correspondence, background information, and related materials created pursuant to Section 101(d)(5) of the NHPA; internal memoranda and notes exchanged among ONAA, Executive Director, and OGC regarding specific 101(d)(5) agreements as well as general issues and policy questions about such agreements. Files also include incomplete/unexecuted 101(d)(5) agreements and associated materials, and correspondence from previous offices, including the Native American Program.	
	Final Disposition	Permanent
	Item Status	Active
	Is this item 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?	Yes
	Do any of the records covered by this item exist as structured electronic data?	No
	Disposition Instruction	
	Cutoff Instruction	Cut off every five years, or when agreement is executed.
	Transfer to the National Archives for Accessioning	Transfer textual materials in five year blocks to NARA when the latest record in the block is fifteen years old, or when no longer needed for reference, whichever is longer. Transfer electronic records to NARA in five year blocks when the earliest record in the block is five years old.
	Additional Information	
	What will be the date span of the initial transfer of records to the National Archives?	From 1998 To 2008

How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	0.1 Cubic feet	0.05 Cubic feet
Microform		
Hardcopy or Analog Special Media		

3.2

Section 101(d)(2) of the National Historic Preservation Act application files

Disposition Authority Number **DAA-0536-2013-0007-0037**

Files include correspondence to and from ACHP to Indian tribes and NPS, tribal applications, and related materials created pursuant to Section 101(d)(2) of the NHPA. Materials also include ACHP review comments, correspondence and materials from the National Park Service and Indian tribes relating to specific applications.

Final Disposition **Temporary**

Item Status **Active**

Is this item 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? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

Disposition Instruction

Cutoff Instruction **Cut off every three years.**

Retention Period **Destroy immediately after cut off or when no longer needed for reference, whichever is longer.**

Additional Information

GAO Approval **Not Required**

3.3

Advisory Council on Historic Preservation's Tribal and Native Hawaiian Policy Materials

Disposition Authority Number **DAA-0536-2013-0007-0038**

Records include ACHP policy statements; consultation records with Indian tribes, Native Hawaiian organizations, and tribal and NHO working groups; internal memoranda; working files; correspondence; review comments; and additional information related to ACHP policies.

Final Disposition **Permanent**

Item Status **Active**

Is this item 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? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

Disposition Instruction

Cutoff Instruction **Cut off when superseded by a new policy.**

Transfer to the National Archives for Accessioning **Transfer textual materials in five year blocks to NARA when the latest record in the block is fifteen years old, or when no longer needed for reference, whichever is longer. Transfer electronic records to NARA in five year blocks when the earliest record in the block is five years old.**

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 1999 To 2008**

How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	10 Cubic feet	0.5 Cubic feet
Microform		

Hardcopy or Analog Special Media		
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4
4.1

Preserve America Records
Records relating to the Preserve America program

Preserve America Program files

Disposition Authority Number **DAA-0536-2013-0007-0039**

Files relate to the development of the Preserve America program, including program research materials, documents, and correspondence, proposals and briefing materials. Records may include review materials, decision papers, agendas, and minutes from interagency Preserve America Steering Committee; conference materials, including correspondence, speeches, and presentations; and publications and online web content. Files also include Preserve America Community and Preserve America Stewards designee files.

Final Disposition **Permanent**

Item Status **Active**

Is this item 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? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

Disposition Instruction

Cutoff Instruction **Cut off each calendar year.**

Transfer to the National Archives for Accessioning **Transfer textual materials in five year blocks to NARA when the latest record in the block is fifteen years old, or when no longer needed for reference, whichever is longer. Transfer electronic records to NARA in five year blocks when the earliest record in the block is five years old.**

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 2002 To 2008**

How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	65 Cubic feet	2.2 Cubic feet
Microform		
Hardcopy or Analog Special Media		

4.2

Preserve America Grants Effectiveness Report

Disposition Authority Number **DAA-0536-2013-0007-0040**

2009 Preserve America Grants Effectiveness final report.

Final Disposition **Permanent**

Item Status **Active**

Is this item 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? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

Disposition Instruction

Cutoff Instruction **Cut off immediately.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 15 year(s) after cut off**

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 2009 To 2009**

How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

	Estimated Current Volume	Annual Accumulation

Electronic/Digital		
Paper	0.1 Cubic feet	0.01 Cubic feet
Microform		
Hardcopy or Analog Special Media		

4.3

Preserve America Summit final products

Disposition Authority Number **DAA-0536-2013-0007-0041**

Files include final Preserve America Summit reports, publications, and outreach materials relating to the Preserve America Summit held October 2006 in New Orleans, LA.

Final Disposition **Permanent**

Item Status **Active**

Is this item 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? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

Disposition Instruction

Cutoff Instruction **Cut off each calendar year.**

Transfer to the National Archives for Accessioning **Transfer textual materials in five year blocks to NARA when the latest record in the block is fifteen years old, or when no longer needed for reference, whichever is longer. Transfer electronic records to NARA in five year blocks when the earliest record in the block is five years old.**

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 2006 To 2011**

How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	3 Cubic feet	0.01 Cubic feet
Microform		
Hardcopy or Analog Special Media		

4.4

Supporting materials for the Preserve America Grants program

Disposition Authority Number **DAA-0536-2013-0007-0042**

Files include documents and correspondence relating to the ACHP's role in the development, management, and evaluation of the Preserve America Grants program, administered by the Historic Preservation Grants office of the National Park Service in cooperation with the ACHP. Records include research and program development files, proposals, and correspondence; grant applications, reviewer comments, evaluation checklists, and related documents; announcements, event planning materials, and articles; reports, statistics, and recommendations for program improvement; and materials relating to the development of the 2009 Preserve America Grants Effectiveness Report such as research, development, drafts, final report, and distribution plan.

Final Disposition **Temporary**

Item Status **Active**

Is this item 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? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

Disposition Instruction

Cutoff Instruction **Cut off each calendar year.**

Retention Period **Destroy when last awarded grant is closed out or when no longer needed for reference, whichever is longer.**

4.5

Additional Information

GAO Approval **Not Required**

Preserve America Program Marketing, Events, and Media Files

Disposition Authority Number **DAA-0536-2013-0007-0043**

Files include final products, both textual and audiovisual, such as pamphlets, media releases, speeches, logos, promotional materials, scripts, publications, and images related to ceremonies and events, and other final publicity materials.

Final Disposition **Permanent**

Item Status **Active**

Is this item 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? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

Disposition Instruction

Cutoff Instruction **Cut off each calendar year in which the event occurred.**

Transfer to the National Archives for Accessioning **Transfer textual materials in five year blocks to NARA when the latest record in the block is fifteen years old, or when no longer needed for reference, whichever is longer. Transfer electronic records to NARA in five year blocks when the earliest record in the block is five years old.**

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 2002 To 2008**

How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	0.25 Cubic feet	0.01 Cubic feet

Microform		
Hardcopy or Analog Special Media		

4.6

Draft and Working Preserve America Program Marketing, Events, and Media files

Disposition Authority Number **DAA-0536-2013-0007-0044**

Files include records related to the planning and development of event and marketing arrangements; background information, correspondence, design concepts and specifications, purchase requisitions, and other planning documents relating to the creation and authorized use of print and electronic collateral for Preserve America, its marketing and media outreach, including the logo, websites, fact sheets, etc. Files also include working drafts and notes for media releases, remarks, speeches, guest lists, handouts, event materials, etc.

Final Disposition **Temporary**

Item Status **Active**

Is this item 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? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

Disposition Instruction

Cutoff Instruction **Cut off each calendar year in which the event occurred.**

Retention Period **Destroy three years after cut off or when no longer needed for reference, whichever is longer.**

Additional Information

GAO Approval **Not Required**

4.7

Preserve America Program Management and Administrative Records

Disposition Authority Number **DAA-0536-2013-0007-0045**

Files include program management files for the Preserve America Community and Preserve America Stewards programs (exclusive of designee files scheduled as permanent), as well as Preserve America administrative records, such as event

planning files, documentation of interactions with federal and non-federal program partners, reports, statistics; and public presentation, training, networking, and promotional materials.

Final Disposition Temporary

Item Status Active

Is this item 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? Yes

Do any of the records covered by this item exist as structured electronic data? No

Disposition Instruction

Cutoff Instruction Cut off each calendar year.

Retention Period Destroy five years after cut off, or when no longer needed for reference, whichever is longer.

Additional Information

GAO Approval Not Required

4.8

Preserve America Summit Draft and Administrative Records

Disposition Authority Number DAA-0536-2013-0007-0046

Files include planning materials, draft documents, and associated administrative records for the Preserve America Summit.

Final Disposition Temporary

Item Status Active

Is this item 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? Yes

Do any of the records covered by this item exist as structured electronic data? No

Disposition Instruction

Cutoff Instruction Cut off each calendar year.

Retention Period Destroy five years after cut off or when no longer needed for reference, whichever is longer.

5

Additional Information

GAO Approval **Not Required**

Files relating to Preservation Initiatives

Files relating to preservation initiatives

5.1

Heritage Tourism files

Disposition Authority Number **DAA-0536-2013-0007-0047**

Files include final versions of reports, publications, and outreach materials prepared by or for the ACHP relating to Heritage Tourism.

Final Disposition **Permanent**

Item Status **Active**

Is this item 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? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

Disposition Instruction

Cutoff Instruction **Cut off each calendar year.**

Transfer to the National Archives for Accessioning **Transfer textual materials in five year blocks to NARA when the latest record in the block is fifteen years old, or when no longer needed for reference, whichever is longer. Transfer electronic records to NARA in five year blocks when the earliest record in the block is five years old.**

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 1966 To 2008**

How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	4 Cubic feet	0.5 Cubic feet

Microform		
Hardcopy or Analog Special Media		

5.2

Economic Impacts of Historic Preservation files

Disposition Authority Number **DAA-0536-2013-0007-0048**

Files include final versions of reports, publications, and outreach materials prepared by and for the ACHP related to the Economic Impacts of Historic Preservation.

Final Disposition **Permanent**

Item Status **Active**

Is this item 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? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

Disposition Instruction

Cutoff Instruction **Cut off each calendar year.**

Transfer to the National Archives for Accessioning **Transfer textual materials in five year blocks to NARA when the latest record in the block is fifteen years old, or when no longer needed for reference, whichever is longer. Transfer electronic records to NARA in five year blocks when the earliest record in the block is five years old.**

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 1966 To 2008**

How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

	Estimated Current Volume	Annual Accumulation
--	--------------------------	---------------------

Electronic/Digital		
Paper	2 Cubic feet	0.5 Cubic feet
Microform		
Hardcopy or Analog Special Media		

5.3

Draft and Working Heritage Tourism Files

Disposition Authority Number **DAA-0536-2013-0007-0049**

Files include draft and working program development materials, correspondence, and other records related to ACHP's participation in Heritage Tourism, including program materials, research on existing programs, both federal and non-federal; records of ACHP participation in conferences, meetings, and projects with other organizations such as the Partners in Tourism and Civic Tourism, documentation of ACHP participation in related federal initiatives, such as American Heritage Rivers, the Lewis & Clark Bicentennial, and the National Travel and Tourism Strategy; speeches, talking points, presentations, web content, and related materials about heritage tourism and historic preservation policy.

Final Disposition **Temporary**

Item Status **Active**

Is this item 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? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

Disposition Instruction

Cutoff Instruction **Cut off each calendar year.**

Retention Period **Destroy five years after cut off or when no longer needed for reference, whichever is longer.**

Additional Information

GAO Approval **Not Required**

5.4

Working and Draft Files relating to the Economic Impacts of Historic Preservation

Disposition Authority Number **DAA-0536-2013-0007-0050**

Files include working and draft documents relating to the Economic Impacts of Historic Preservation, correspondence, meeting notes and summaries, and research materials on the economic impacts and benefits of historic preservation. Records include research and development materials; analysis; special contract projects and related materials (e.g., interagency agreement, acquisition, and contract study); special web and print materials; meeting presentations, including reports and public presentations; copies of print and web reference materials including related economic analysis reports.

Final Disposition Temporary

Item Status Active

Is this item 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? Yes

Do any of the records covered by this item exist as structured electronic data? No

Disposition Instruction

Cutoff Instruction Cut off each calendar year.

Retention Period Destroy five years after cut off or when no longer needed for reference, whichever is longer.

Additional Information

GAO Approval Not Required

6 **Advisory Council on Historic Preservation Awards, Communication, and Outreach files**

Advisory Council on Historic Preservation Awards, Communication, and Outreach files

6.1 **Preservation Award Files**

Disposition Authority Number DAA-0536-2013-0007-0051

Files include files related to award winners, and final products and deliverables including publicity deliverables, brochures, speeches, and images of the ceremony for preservation awards that the ACHP manages, such as the Preserve America Federal Achievement Award, Chairman's Award for Achievement in Historic Preservation, and all other ACHP-managed award programs.

Final Disposition Permanent

Item Status Active

Is this item 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? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

GRS or Superseded Authority Citation **N1-536-97-1**

Disposition Instruction

Cutoff Instruction **Cut off each calendar year.**

Transfer to the National Archives for Accessioning **Transfer textual materials in five year blocks to NARA when the latest record in the block is fifteen years old, or when no longer needed for reference, whichever is longer. Transfer electronic records to NARA in five year blocks when the earliest record in the block is five years old.**

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 1966 To 2008**

How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	12 Cubic feet	0.5 Cubic feet
Microform		
Hardcopy or Analog Special Media		

6.2

Working files, Non-Winner nominations, and Non-ACHP Managed Preservation Awards

Disposition Authority Number **DAA-0536-2013-0007-0052**

Files include award program development and administration records, correspondence, calls for nominations, working and draft records for ACHP-

managed award programs, and non-winner nomination, deliberation and review materials. Files also include all materials relating to non-ACHP managed (external) award programs and other ACHP special awards and recognition (e.g., recognition certificates for persons inside and outside the ACHP).

Final Disposition Temporary

Item Status Active

Is this item 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? Yes

Do any of the records covered by this item exist as structured electronic data? No

GRS or Superseded Authority Citation N1-536-97-1

Disposition Instruction

Cutoff Instruction Cut off each calendar year.

Retention Period Destroy four years after cut off or when no longer needed for reference, whichever is longer.

Additional Information

GAO Approval Not Required

6.3

Advisory Council on Historic Preservation/National Trust for Historic Preservation Award for Federal Partnerships in Historic Preservation files

Disposition Authority Number DAA-0536-2013-0007-0053

Files include background information, calls for nominations, nominations, ACHP staff review, jury review, awardee notification, materials relating to ceremony components, including press releases, guest lists, certificates, Chairman's remarks, video presentations, and related materials.

Final Disposition Temporary

Item Status Active

Is this item 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? Yes

Do any of the records covered by this item exist as structured electronic data? No

6.4

Disposition Instruction

Cutoff Instruction Cut off after each annual award cycle ends.

Retention Period Destroy four years after cut off or when no longer needed for reference, whichever is longer.

Additional Information

GAO Approval Not Required

Advisory Council on Historic Preservation Style Standards and Guidelines materials

Disposition Authority Number DAA-0536-2013-0007-0054

Files include background information, correspondence, design specifications, purchase requisitions, and other documents relating to the creation and authorized use of print and electronic collateral for the ACHP, including the logo, websites, fact sheets, style guides for official ACHP documents; files relating to the development and/or purchase of collateral, such as stationery, folders, pins, t-shirts, hats, etc. for agency use and distribution.

Final Disposition Temporary

Item Status Active

Is this item 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? Yes

Do any of the records covered by this item exist as structured electronic data? No

Disposition Instruction

Cutoff Instruction Cut off when standards or guidelines are superseded.

Retention Period Destroy immediately after cut off, or when no longer needed for reference.

Additional Information

GAO Approval Not Required

6.5

Materials documenting Advisory Council on Historic Preservation participation in conferences

Disposition Authority Number DAA-0536-2013-0007-0055

Files include presenter, exhibitor, and participation materials such as session proposals, presentations, registration documents, exhibition materials, and related

documents evidencing ACHP participation in miscellaneous governmental, professional, industry, and preservation related conferences and meetings, including the National Trust for Historic Preservation meetings, the National Conference of State Historic Preservation Officers meetings, Colorado Preservation Inc., archaeological conferences, etc.

Final Disposition Temporary

Item Status Active

Is this item 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? Yes

Do any of the records covered by this item exist as structured electronic data? No

Disposition Instruction

Cutoff Instruction Cut off each calendar year.

Retention Period Destroy four years after cut off or when no longer needed for reference, whichever is sooner.

Additional Information

GAO Approval Not Required

Advisory Council on Historic Preservation Website files

Disposition Authority Number DAA-0536-2013-0007-0056

Files relating to the design of ACHP websites, such as materials about its structure, formatting, and style decisions, user guides, training materials, manuals, and posted content (the record copy of which is maintained elsewhere). Also includes administrative files relating to the website creation, use, maintenance, revision/changes, etc. and working files.

Final Disposition Temporary

Item Status Active

Is this item 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? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

6.6

6.7

Disposition Instruction

Cutoff Instruction Cut off each calendar year.

Retention Period Destroy eight years after cut off or when no longer needed for reference, whichever is longer.

Additional Information

GAO Approval Not Required

Advisory Council on Historic Preservation Social Media files

Disposition Authority Number **DAA-0536-2013-0007-0057**

Files relating to the ACHP's use of social media, for example Facebook and Twitter, including the development of social media outreach, set up of user accounts, agreements, correspondence, guidelines, procedures and protocols, and posted content. Also includes administrative files relating to the use of social media and working files.

Final Disposition Temporary

Item Status Active

Is this item 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? Yes

Do any of the records covered by this item exist as structured electronic data? No

Disposition Instruction

Cutoff Instruction Cut off each calendar year.

Retention Period Destroy eight years after cut off, or when no longer needed for reference, whichever is longer.

Additional Information

GAO Approval Not Required

6.8

Advisory Council on Historic Preservation Final Publications

Disposition Authority Number. **DAA-0536-2013-0007-0058**

Final publications, both Section 106 and non-106 related, including the Annual Reports to the President and Congress, ACHP Bimonthly Report/Update: Federal Preservation Program Notes, special reports, Case Digest, brochures, fact sheets, Preserve America, and other similar publications.

Final Disposition Permanent

Item Status **Active**
 Is this item 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? **Yes**
 Do any of the records covered by this item exist as structured electronic data? **No**
 GRS or Superseded Authority Citation **N1-536-97-1**

Disposition Instruction

Cutoff Instruction **Cut off each calendar year.**
 Transfer to the National Archives for Accessioning **Transfer textual materials in five year blocks to NARA when the latest record in the block is fifteen years old, or when no longer needed for reference, whichever is longer. Transfer electronic records to NARA in five year blocks when the earliest record in the block is five years old.**

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 1966 To 2008**
 How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	6 Cubic feet	1.5 Cubic feet
Microform		
Hardcopy or Analog Special Media		

6.9

Draft and working publication files

Disposition Authority Number **DAA-0536-2013-0007-0059**

Files document the drafting and production of all ACHP publications, both Section 106 and non-106 related, including records relating to draft versions of the Annual Reports to the President and Congress, ACHP Bimonthly Report/Update: Federal Preservation Program Notes, special reports, Case Digest, brochures, fact sheets, Preserve America, and other similar publications. Files include in-house approval forms, mailing lists, and background/source materials.

Final Disposition Temporary

Item Status Active

Is this item 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? Yes

Do any of the records covered by this item exist as structured electronic data? No

GRS or Superseded Authority Citation N1-536-97-1

Disposition Instruction

Cutoff Instruction Cut off each calendar year.

Retention Period Destroy five years after cut off or when no longer needed for reference, whichever is longer.

Additional Information

GAO Approval Not Required

6.10

Final products related to Advisory Council on Historic Preservation public affairs and media outreach

Disposition Authority Number DAA-0536-2013-0007-0060

Final press releases; final products and materials for press kits and advisories, including materials prepared for ACHP hearings and public meetings, ACHP business meetings, and press events. Materials also include final agendas, tour briefing materials, brochures and fact sheets (e.g., About the ACHP and A Five-Minute Look at Section 106), and reports.

Final Disposition Permanent

Item Status Active

Is this item 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? Yes

Do any of the records covered by this item exist as structured electronic data?

No

GRS or Superseded Authority Citation

N1-536-97-1

Disposition Instruction

Cutoff Instruction

Cut off each calendar year.

Transfer to the National Archives for Accessioning

Transfer textual materials in five year blocks to NARA when the latest record in the block is fifteen years old, or when no longer needed for reference, whichever is longer. Transfer electronic records to NARA in five year blocks when the earliest record in the block is five years old.

Additional Information

What will be the date span of the initial transfer of records to the National Archives?

From 1966 To 2008

How frequently will your agency transfer these records to the National Archives?

Every 5 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	6 Cubic feet	0.10 Cubic feet
Microform		
Hardcopy or Analog Special Media		

6.11

Draft media and outreach materials

Disposition Authority Number

DAA-0536-2013-0007-0061

Files relating to draft press releases, working files, mailing lists, approval forms, finding aids, final copy, and related pictures/images. Also includes working files and draft materials relating to press kits and advisories, including materials prepared for ACHP hearings and public meetings, ACHP business meetings, and press events; draft agendas, briefing materials, brochures, fact sheets, reports, and

background materials. Also includes files relating to news clippings of ACHP and Preserve America activities.

Final Disposition **Temporary**

Item Status **Active**

Is this item 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? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

GRS or Superseded Authority Citation **N1-536-97-1**

Disposition Instruction

Cutoff Instruction **Cut off each calendar year.**

Retention Period **Destroy two years after cut off or when no longer needed for reference, whichever is longer.**

Additional Information

GAO Approval **Not Required**

6.12

Advisory Council on Historic Preservation Information Requests

Disposition Authority Number **DAA-0536-2013-0007-0062**

Files include formal correspondence received from and responding to Presidential or Congressional or Congressional constituency letters with inquiries for the ACHP; general inquiries from the public, other government agencies, private organizations and associations, and ACHP responses. Files also include form letters, generic letters from the ACHP that address/redirect requests for information, funding, employment opportunities, etc.; letters are often accompanied by copies of ACHP fact sheets and publications. Files may also include tallies and summaries of publication and information requests.

Final Disposition **Temporary**

Item Status **Active**

Is this item 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? **Yes**

6.13	Do any of the records covered by this item exist as structured electronic data?	No
	GRS or Superseded Authority Citation	N1-536-97-1
	Disposition Instruction	
	Cutoff Instruction	Cut off each calendar year.
	Retention Period	Destroy five years after cut off, or five years after form response letter is discontinued, superseded, or cancelled.
	Additional Information	
	GAO Approval	Not Required
	Advisory Council on Historic Preservation Multi-media records	
	Disposition Authority Number	DAA-0536-2013-0007-0063
	<p>Records include photographic, slides, negatives, contact sheets, posters (2 copies of each), and audio-visual materials pertaining to the history of the ACHP, and related ACHP and Preserve America activities. Includes original photographs taken by ACHP staff and members and other photographers, often accompanied by negatives; slides and digital images of, including but not limited to ACHP members, ACHP program functions, and other ACHP preservation-related activities. Materials may be used in ACHP publications, Section 106 cases, training, presentations, and ACHP websites and social media. Records also include file (35mm), videotapes, and audiotapes of ACHP and Preserve America related presentations, interviews, and other activities used for marketing, education, training, recordation, and other purposes.</p>	
	Final Disposition	Permanent
	Item Status	Active
	Is this item 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?	Yes
	Do any of the records covered by this item exist as structured electronic data?	No
	GRS or Superseded Authority Citation	N1-536-97-1
	Disposition Instruction	

	Do any of the records covered by this item exist as structured electronic data?	No
	Disposition Instruction	
	Cutoff Instruction	Cut off each calendar year.
	Retention Period	Destroy four year after cut off or when no longer needed for reference, whichever is longer.
	Additional Information	
	GAO Approval	Not Required
6.16	Camera ready artwork and other multimedia records	
	Disposition Authority Number	DAA-0536-2013-0007-0066
	Camera ready artwork and other multimedia records not documenting the history of the ACHP, or related ACHP or Preserve America activities.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item 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?	Yes
	Do any of the records covered by this item exist as structured electronic data?	No
	GRS or Superseded Authority Citation	N1-536-97-1
	Disposition Instruction	
	Cutoff Instruction	Cut off every five years.
	Retention Period	Destroy immediately upon cut off or when no longer needed for reference, whichever is sooner. The ACHP may offer such non-record material to NARA for permanent accessioning prior to disposal.
	Additional Information	
	GAO Approval	Not Required
7	NHPA and Section 106 Training Materials	
	NHPA and Section 106 Training Materials	
7.1	Sample NHPA and Section 106 Training Products	

Disposition Authority Number DAA-0536-2013-0007-0067

Materials comprise one targeted final product for each substantively modified version of general and specific NHPA and Section 106 courses, including the Section 106 Essentials, Introduction, Advanced, and other general and specific NHPA and Section 106 courses. The training program file includes final course presentation, teacher materials, case studies; participant materials, and student books. Includes program file for each webinar and online course; conference presentations and associated documents; final training courses from previous training offices (no longer current).

Final Disposition Permanent

Item Status Active

Is this item 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? Yes

Do any of the records covered by this item exist as structured electronic data? No

Disposition Instruction

Cutoff Instruction Cut off course files each time a course is substantively modified and a new course is approved and put into use.

Transfer to the National Archives for Accessioning Transfer textual materials in five year blocks to NARA when the latest record in the block is fifteen years old, or when no longer needed for reference, whichever is longer. Transfer electronic records to NARA in five year blocks when the earliest record in the block is five years old.

Additional Information

What will be the date span of the initial transfer of records to the National Archives? From 1966 To 2008

How frequently will your agency transfer these records to the National Archives? Every 5 Years

7.2

General NHPA and Section 106 Training Materials

Disposition Authority Number DAA-0536-2013-0007-0068

Materials relating to NHPA and Section 106 course presentations, including draft and working files, final products (that are not included in sample program files designated for preservation), teacher materials, case studies, participant materials and student books that are presented/distributed for the Section 106 Essentials, Introduction, Advanced, and other general and specific NHPA and Section 106 courses. Files include final, working and draft materials for the webinars, online courses, and targeted training materials; final and draft conference materials and associated materials.

Final Disposition Temporary

Item Status Active

Is this item 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? Yes

Do any of the records covered by this item exist as structured electronic data? No

Disposition Instruction

Cutoff Instruction Cut off course materials each time a course is substantively modified and a new course is approved and put into use.

Retention Period Destroy immediately after cut off or when no longer needed for reference, whichever is longer.

Additional Information

GAO Approval Not Required

7.3

Administrative Materials relating to NHPA and Section 106 Training

Disposition Authority Number DAA-0536-2013-0007-0069

Materials relating to NHPA and Section 106 training administrative files, including attendee registration forms, attendee listings for each class, attendee evaluations, email correspondence regarding attendee questions and feedback, marketing information for course scheduling, agency decisions, publications, marketing, correspondence, and related material about on-request training issues; AICP and AIA attendee forms (require maintenance for 2 and 6 years respectively).

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in Yes

electronic format(s) other than e-mail and word processing?

Do any of the records covered by this item exist as structured electronic data?

No

Disposition Instruction

Cutoff Instruction

Cut off each calendar year.

Retention Period

Destroy after three years from cut off or when no longer needed for reference, whichever is longer (with exception for AICP and AIA attendee forms as noted above).

Additional Information

GAO Approval

Not Required

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	By	Title	Organization
08/06/2013	Certify	Kelly Fanizzo	Program Analyst / Attorney Advisor	ACHP - OFAP
11/21/2013	Return for Revision	Henry Wolfinger	Appraiser	National Archives and Records Administration - Records Management Services
12/13/2013	Submit For Certification	Kelly Fanizzo	Program Analyst / Attorney Advisor	ACHP - OFAP
12/13/2013	Certify	Kelly Fanizzo	Program Analyst / Attorney Advisor	ACHP - OFAP
03/18/2014	Submit for Concurrence	Henry Wolfinger	Appraiser	National Archives and Records Administration - Records Management Services
03/21/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
03/24/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
03/25/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist