NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

[ACRN–2015–056]

Records Schedules; Availability and Request for Comments

AGENCY: National Archives and Records Administration (NARA).

ACTION: Notice of availability of proposed records schedules; request for comments.

SUMMARY: The National Archives and Records Administration (NARA) publishes notice at least once monthly of certain Federal agency requests for records disposition authority (records schedules). Once approved by NARA, records schedules provide mandatory instructions on what happens to records when no longer needed for current Government business. They authorize agencies to preserve records of continuing value in the National Archives of the United States and to destroy, after a specified period, records lacking administrative, legal, research, or other value. NARA publishes notice of records schedules in which agencies propose to destroy records not previously authorized for disposal or reduce the retention period of records already authorized for disposal. NARA invites public comments on such records schedules, as required by 44 U.S.C. 3303a(a).

DATES: NARA must receive requests for copies in writing by September 4, 2015. Once NARA completes appraisal of the records, we will send you a copy of the schedule you requested. We usually prepare appraisal memoranda that contain additional information concerning the records covered by a proposed schedule. You may also request these. If you do, we will also provide them once we have completed the appraisal. You have 30 days after we send these requested documents in which to submit comments.

ADDRESSES: You may request a copy of any records schedule identified in this notice by contacting Records Management Services (ACNR) using one of the following means:

Mail: NARA (ACNR): 8601 Adelphi Road, College Park, MD 20740–6001.

Email: request.schedule@nara.gov.


You must cite the control number, which appears in parentheses after the name of the agency which submitted the schedule, and a mailing address. If you would like an appraisal report, please include that in your request.

FOR FURTHER INFORMATION CONTACT: Margaret Hawkins, Director, by mail at Records Management Services (ACNR); National Archives and Records Administration; 8601 Adelphi Road; College Park, MD 20740–6001, by phone at 301–837–1799, or by email at request.schedule@nara.gov.

SUPPLEMENTARY INFORMATION: Each year, Federal agencies create billions of records on paper, film, magnetic tape, and other media. To control this accumulation, agency records managers prepare schedules proposing retention periods for records and submit these schedules for NARA’s approval. These schedules provide for timely transfer into the National Archives of historically valuable records and authorize the disposal of all other records after the agency no longer needs them to conduct its business. Some schedules are comprehensive and cover all the records of an agency or one of its major subdivisions. Most schedules, however, cover records of only one office or program or a few series of records. Many of these update previously approved schedules, and some include records proposed as permanent.

The schedules listed in this notice are media neutral unless otherwise specified. An item in a schedule is media neutral when an agency may apply the disposition instructions to records regardless of the medium in which it created or maintains the records. Items included in schedules submitted to NARA on or after December 17, 2007, are media neutral unless the item is limited to a specific medium. (See 36 CFR 1225.12(e).)

No agencies may destroy Federal records without the approval of the Archivist of the United States. The Archivist grants this approval only after a thorough consideration of the records’ administrative use by the agency of origin, the rights of the Government and of private people directly affected by the Government’s activities, and whether or not the records have historical or other value.

In addition to identifying the Federal agencies and any subdivisions requesting disposition authority, this notice lists the organizational unit(s) accumulating the records or that the schedule has agency-wide applicability (in the case of schedules that cover records that may be accumulated throughout an agency), provides the control number assigned to each schedule, the total number of schedule items, and the number of temporary items (the records proposed for destruction), and includes a brief description of the temporary records. The records schedule itself contains a full description of the records at the file unit level as well as their disposition. If NARA staff has prepared an appraisal memorandum for the schedule, it too includes information about the records. You may request additional information about the disposition process at the addresses above.

Schedules Pending


3. Department of Health and Human Services, Office of the Secretary (DAA–0468–2015–0002, 3 items, 3 temporary items). Master files of an electronic information system used to track and store records of healthcare discrimination complaints, investigations, correspondence, outreach, and working files.


AGENCY: Office of Personnel Management (OPM).

ACTION: Notice.

SUMMARY: This notice identifies Schedule A, B, and C appointing authorities applicable to a single agency that were established or revoked from May 1, 2015, to May 31, 2015.

FOR FURTHER INFORMATION CONTACT: Senior Executive Resources Services, Senior Executive Services and Performance Management, Employee Services, (202) 606–2246.

SUPPLEMENTARY INFORMATION: In accordance with 5 CFR 213.103, Schedule A, B, and C appointing authorities available for use by all agencies are codified in the Code of Federal Regulations (CFR). Schedule A, B, and C appointing authorities applicable to a single agency are not codified in the CFR, but the Office of Personnel Management (OPM) publishes a notice of agency-specific authorities established or revoked each month in the Federal Register at www.gpo.gov/fdsys/. OPM also publishes an annual notice of the consolidated listing of all Schedule A, B, and C appointing authorities, current as of June 30, in the Federal Register.

Schedule A

No Schedule A Authorities to report during May 2015.

Schedule B


Schedule C

The following Schedule C appointing authorities were approved during May 2015.

<table>
<thead>
<tr>
<th>Agency name</th>
<th>Office of the Assistant Secretary for Congressional Relations</th>
<th>Senior Legislative Analyst</th>
<th>Authorization No.</th>
<th>Effective date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department of Agriculture</td>
<td>Foreign Agricultural Service</td>
<td>Legislative Analyst</td>
<td>DA150131</td>
<td>5/1/2015</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Special Assistant</td>
<td>DA150141</td>
<td>5/1/2015</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Policy Advisor</td>
<td>DA150133</td>
<td>5/1/2015</td>
</tr>
<tr>
<td></td>
<td>Office of the Secretary</td>
<td>White House Liaison</td>
<td>DA150144</td>
<td>5/1/2015</td>
</tr>
<tr>
<td></td>
<td>Office of Under Secretary for Natural Resources and Environment</td>
<td>Chief of Staff</td>
<td>DA150134</td>
<td>5/1/2015</td>
</tr>
<tr>
<td></td>
<td>Natural Resources Conservation Service.</td>
<td>Senior Advisor</td>
<td>DA150145</td>
<td>5/1/2015</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Special Assistant for Public and Private Partnerships.</td>
<td>DA150142</td>
<td>5/1/2015</td>
</tr>
<tr>
<td></td>
<td>Office of Director General of the United States and Foreign Commercial Service and Assistant Secretary for Global Markets.</td>
<td>Special Advisor.</td>
<td>DC150102</td>
<td>5/12/2015</td>
</tr>
<tr>
<td></td>
<td>Office of the Under Secretary</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Office of the Deputy Secretary</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Office of White House Liaison</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>