

Request for Records Disposition Authority

Records Schedule Number DAA-0064-2010-0005
Schedule Status Modified Approved Version

Agency or Establishment National Archives and Records Administration
Record Group / Scheduling Group Records of the National Archives and Records Administration
Records Schedule applies to Major Subdivision
Major Subdivision General Counsel
Schedule Subject Garnishment Database
Internal agency concurrences will be provided No

Background Information The item "Database" needs to be added under NARA file number 1103-7 - Garnishment Actions
Upon publication of the updated NARA Records Schedule, the file number will appear as follows

- 1103-7 Garnishment Actions
- a Case files [was 1103-7]
- b Database [new]

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0064-2010-0005

Sequence Number	
1	Garnishment Actions Database Disposition Authority Number DAA-0064-2010-0005-0005

Records Schedule Items

Sequence Number		
1	<p>Garnishment Actions Database</p> <p>Disposition Authority Number DAA-0064-2010-0005-0005</p> <p>Database for managing actions for garnishments of wages</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e- mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p>	
	Manual Citation	Manual Title
	1103-7b	NARA Records Schedule
	<p>Disposition Instruction</p> <p>Cutoff Instruction Cut off at the end of the fiscal year in which case is closed</p> <p>Retention Period Destroy 3 year(s) after <i>cut off.</i></p> <p>Additional Information</p> <p>GAO Approval Not Required</p>	

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
04/13/2010	Certify	Susan Sullivan	NARA Records Officer	NH - NHR
01/03/2011	Submit	Erin Cayce	Archives Specialist	NARA - NARA
01/06/2011	Approve	Laurence Brewer	Director, NWML	Modern Records Programs - Life Cycle Management Div
01/06/2011	Approve	Julie Hunsaker	Work Group Leader	Modern Records Program - Lifecycle Management Division
03/03/2011	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist