

Request for Records Disposition Authority

Records Schedule Number DAA-0064-2010-0001
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 Office of Presidential Libraries
Schedule Subject Automated Museums' Collections Management Database (AMCMD)
Internal agency concurrences will be provided No

Background Information

- The Presidential libraries' collections date back to the administration of President Herbert Hoover (1929 – 1933), and include among their collections a wide range of material artifacts associated with each President's administration and political and personal life. Included are gifts given to the President, the Vice President, their spouses and immediate families, and high level staff, artifact materials generated and/or used during the President's term in the White House (e.g., lecterns, holiday decorations), and private donations given by the President, the President's family and associates, and the general public. The AMCMD also documents some "courtesy storage" materials (in NARA's physical custody under terms of deposit agreements) and materials on loan to a Presidential library for exhibit purposes. Artifact materials documented in the Presidential Materials Staff's AMCMD include gifts in the legal custody of the incumbent President's administration and placed on courtesy storage for deposit with the President's future library. Upon conclusion of the President's final term of office, these holdings and their associated records are transferred to NARA's legal custody, and moved to a temporary facility and eventually to the new Presidential library. The Presidential Materials Staff's AMCMD also documents former Vice Presidents' gifts in NARA's legal custody which are managed by the Presidential Materials Staff.
- Museum items in the AMCMD come into NARA's legal and physical custody through the following ways
 - Items are received by the Archivist and deposited in the Presidential Libraries under 44 U.S.C. §2101, 2111, and 2112 (including under the terms of Presidents' and other donors' deeds of gift)
 - Transfers of historical materials of President Richard M. Nixon's administration (January 20, 1969 – August 9, 1974) are made

pursuant to the Presidential Recordings and Materials Preservation Act of 1974 (44 U S C §2111 note), as affected by existing court orders and implemented by NARA regulations

- Transfers of Presidential and Vice-Presidential records of President Ronald Reagan's administration (January 20, 1981 – January 20, 1989) and successive administrations are made pursuant to the Presidential Records Act of 1978 (44 U S C §2201 – 2207)

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
4	0	4	0

GAO Approval

Outline of Records Schedule Items for DAA-0064-2010-0001

Sequence Number	
1	Automated Museums' Collections Management Database (AMCMD)
1 1	Catalogue, item-specific activities, and associations Disposition Authority Number DAA-0064-2010-0001-0001
1 2	Exhibition and loan activities Disposition Authority Number DAA-0064-2010-0001-0002
1 3	Authority records ("Authorities") Disposition Authority Number DAA-0064-2010-0001-0003
1 4	Digital media files Disposition Authority Number DAA-0064-2010-0001-0004

Records Schedule Items

Sequence Number	
1	<p>Automated Museums' Collections Management Database (AMCMD) Presidential libraries and the Presidential Materials Staff (Washington, DC) use the AMCMD to document and manage their museum collections in a systematic manner. Each organization has access to data about its own unique collections</p>
1 1	<p>Catalogue, item-specific activities, and associations</p> <p>Disposition Authority Number DAA-0064-2010-0001-0001</p> <p>a) The AMCMD Catalogue contains records of museum items at the item level. For each museum item, Catalogue records may include the following information: • Mandatory unique identification number assigned to item, • Other numbers associated with an item, • Title, measurements, and description of item, material(s) from which item was made (e.g., "glass," "lace"), and any inscriptions or markings, • Hierarchical category classification, item name, and common name (e.g., Communication Artifacts, Artwork, Painting), • Name and biography of manufacturer, • Cultural background (e.g., "French") and place and date of manufacture, Acquisition and legal status information, • Other historical/background information, and • Metadata and other associated information related to linked digital media fields. b) Item-Specific Activity records provide histories of physical status of museum items. The AMCMD tracks three Item-Specific Activities: Location, Condition, and Value. • Location Activity - Information about each movement of an item (e.g., when an item was moved, where it was moved to, why, who authorized the move, and who physically moved the item), and associated inventory information, • Condition Activity - Details about changes in the physical status of an item and conservation treatment(s) performed, and • Value Activity - New and old dollar values, name of evaluator, when and why an item was re-evaluated, and reference source(s). c) Associations are terms related to specific items in the Catalogue. Associated terms may be entered in any of five categories (Event, People, Places, Sites, and Subjects) or as "Subject Associations" only.</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> <p>Disposition Instruction</p>

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If this item has multiple sections, indicate here records to which this section apply	Electronic Records
Retention Period	Update/overwrite field-specific data as information is superseded Delete data when no longer needed for administrative, legal, audit, or other operational purposes
Additional Information	
GAO Approval	Not Required
Exhibition and loan activities	
Disposition Authority Number	DAA-0064-2010-0001-0002
<p>a) Exhibition Activity Records These records provide a history of exhibitions hosted by Presidential libraries, as well as information about other institutions' exhibitions that incorporate Presidential libraries' holdings Exhibition Activity records may be linked to related Loan Activity records Catalogue records must exist for items attached to Exhibition Activity records Data about an exhibition may include • Name and description of exhibition, • Start/end dates for exhibit, its duration, and start dates for installation and de-installation, • Name of curator, • Venues and sponsors, • Title of exhibition catalogue, • Total cost, • Visitor count, and • Information about museum item(s) in exhibition (i e , Catalogue record[s] attached to Exhibition Activity record) b) Loan Activity Records These records track incoming and outgoing loans managed by the Presidential Libraries' museums and the Presidential Materials Staff Loan Activity records also may be linked to their related Exhibition Activity records Catalogue records must exist for items attached to Loan Activity records Data about a loan may include • Unique identification number assigned to loan, • Whether loan is incoming or outgoing ("loan direction"), • Name of lending institution (for incoming loan) or borrowing institution (for outgoing loan), • Name of contact person at institution, • Purpose and status of loan, • Start/end dates for loan and its duration, • Responsibilities of lending or borrowing institution ("loan terms") • Packing, shipping, and insurance information, and • Basic identifying information for objects associated with the loan</p>	
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

Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply **Electronic Records**

Retention Period **Update/overwrite field-specific data as information is superseded Delete data when no longer needed for administrative, legal, audit, or other operational purposes**

Additional Information

GAO Approval **Not Required**

Authority records ("Authorities")

Disposition Authority Number **DAA-0064-2010-0001-0003**

These files contain information about people and publications related to the items documented in the Catalog Authority records can also be created for classification terms which may be used either as a reference or to populate pop-up lists and auto-copied fields Authority records cache details about individuals and organizations, published sources, and classification terms in single records that may be linked to one or more Catalog records For example, curators of Presidential museum collections use Authority records to retain background information for donors or makers ("People Authority"), identify books and other materials with collection item citations ("Publications Authority"), and control keyword associations ("Thesaurus Authority") Within the AMCMD, links between Authority records and Catalogue items are made in the Catalogue, or Authority records may be entered and not linked at all

- People Authority - Contains biographical and contact information about individuals and organizations associated with collection objects (donors, makers, lenders, etc)
- Publications Authority - Contains bibliographic citations and reference materials related to museum collections (e g , exhibit catalogues, books, magazines, web sites, and other published sources related to collection objects), and
- Thesaurus Authority - May hold a published thesaurus (e g , Getty's Art & Architecture Thesaurus) or in-house Thesaurus, and/or may list classification terms or "keywords" (e g , events, sites, subjects, etc) that may or may not be linked in a hierarchy

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**

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	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	If this item has multiple sections indicate here records to which this section apply	Electronic Records
	Retention Period	Update/overwrite field-specific data when information becomes superseded Delete data when no longer needed for administrative, legal, audit, or other operational purposes
	Additional Information	
	GAO Approval	Not Required
	Digital media files	
	Disposition Authority Number	DAA-0064-2010-0001-0004
	Digital image, text, audio, and video files may be integrated with associated items in the Catalogue to enhance descriptions and support collections management processes In addition, digital media files may be linked to entries about people, publications, and thesaurus terms in the corresponding Authority records	
	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
	Disposition Instruction	
	If this item has multiple sections, indicate here records to which this section apply	Electronic Records
	Retention Period	Update/overwrite when information becomes superseded Delete digital media file when no longer needed for administrative, legal, audit, or other operational purposes
	Additional Information	

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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
10/01/2009	Certify	Richard Marcus	Records Officer	Office of Information Services - Records management Staff
01/26/2010	Submit	Jerome Nashorn	Supervisor	Modern Records Program (NWM) - Life Cycle Mgt (NWML)
01/26/2010	Approve	Laurence Brewer	Director, NWML	Modern Records Programs - Life Cycle Management Div
01/28/2010	Approve	Paul Wester	Director	NARA - NARA
01/28/2010	Approve	Paul Wester	Director	NARA - NARA