

WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0375-2015-0004

Request for Records Disposition Authority

Records Schedule Number DAA-0375-2015-0004
Schedule Status Returned Without Action

Agency or Establishment Bureau of Economic Analysis
Record Group / Scheduling Group Records of the Bureau of Economic Analysis
Records Schedule applies to Major Subdivision
Major Subdivision Office of the Deputy Director
Schedule Subject The Office of the Deputy Director oversees the administrative and communications functions of the Bureau and provides leadership for improving and expanding the Bureau's statistical programs.

Internal agency concurrences will be provided No

Background Information

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	3

GAO Approval

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Records Schedule: **DAA-0375-2015-0004**

Outline of Records Schedule Items for DAA-0375-2015-0004

Sequence Number	
1	Special Subject File Disposition Authority Number: DAA-0375-2015-0004-0001
2	Administrative Subject File Disposition Authority Number: DAA-0375-2015-0004-0002
3	Author File Disposition Authority Number: DAA-0375-2015-0004-0003

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Records Schedule: DAA-0375-2015-0004

Records Schedule Items

Sequence Number	
1	<p>Special Subject File</p> <p>Disposition Authority Number DAA-0375-2015-0004-0001</p> <p>This contains documentation collected or generated by the Deputy Director pertaining to the subjects or projects either under the jurisdiction of the Deputy Director or of special interest to him/her because of personal participation or professional importance.</p> <p>Final Disposition Temporary</p> <p>Item Status Withdrawn</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? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff at the end of the fiscal year in which the file was created.</p> <p>Transfer to Inactive Storage Hold onsite for 5 years, then destroy if no longer needed for agency business.</p> <p>Retention Period Hold onsite for 5 years, then destroy if no longer needed for agency business.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Administrative Subject File</p> <p>Disposition Authority Number DAA-0375-2015-0004-0002</p> <p>These are office copies of housekeeping documents maintained for convenience including budget, personnel actions, travel, and similar documents.</p> <p>Final Disposition Temporary</p> <p>Item Status Withdrawn</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? No</p>

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Disposition Instruction

Cutoff Instruction Cutoff at the end of the fiscal year in which the file was created.

Transfer to Inactive Storage Hold onsite for 5 years, if no longer needed for agency business, destroy.

Retention Period Hold onsite for 5 years, if no longer needed for agency business, destroy.

Additional Information

GAO Approval Not Required

Author File

Disposition Authority Number DAA-0375-2015-0004-0003

This contains electronic copies of professional articles for publication and papers prepared for official or semi-official presentation authored by the Deputy Director. Also included are speeches given in an official function. This is a technical reference file arranged by name of author.

Final Disposition Permanent

Item Status Withdrawn

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? No

Disposition Instruction

Cutoff Instruction Cutoff at the end of the fiscal year in which the document was created.

Transfer to Inactive Storage Keep onsite for 15 years, then accession to the National Archives.

Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after cutoff

Additional Information

First year of records accumulation 2015

What will be the date span of the initial transfer of records to the National Archives? From 2015 To 2015

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How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

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

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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
07/16/2015	Certify	James Murphy	Records Manager	Bureau of Economic Analysis - Administrative Services Division
08/02/2016	Return Without Action	Jessica Blessman	Appraisal Archivist	National Archives and Records Administration - Records Management Services

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