

Request for Records Disposition Authority

Records Schedule Number DAA-0378-2014-0006

Schedule Status Approved

Agency or Establishment Economic Development Administration

Record Group / Scheduling Group Records of the Economic Development Administration

Records Schedule applies to Major Subdivision

Major Subdivision Office of Chief Counsel

Schedule Subject Records of the Office of the Chief Counsel

Internal agency concurrences will be provided No

Background Information The Office of Chief Counsel (OCC) is responsible for the preparation, coordination, and clearance of all legislation, regulations, and external orders at EDA. OCC provides legal services review required to administer all EDA programs and projects; prepare and transmit Federal Register Notices; receive, investigate, and resolve complaints; and ensure compliance with applicable civil rights laws and regulations and Privacy Act or Freedom of Information Act requests.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	1	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0378-2014-0006

Sequence Number	
1	Legal Subject Files of the Office of the Chief Counsel Disposition Authority Number: DAA-0378-2014-0006-0001
2	High level correspondence and legal opinions Disposition Authority Number: DAA-0378-2014-0006-0002

Records Schedule Items

Sequence Number	
1	<p data-bbox="341 380 1096 411">Legal Subject Files of the Office of the Chief Counsel</p> <p data-bbox="341 432 1153 464">Disposition Authority Number DAA-0378-2014-0006-0001</p> <p data-bbox="341 485 1490 600">Correspondence, memorandums, reports, opinions, reviews of regulations and proposed legislation, legislative reports with comments, legal issues, and similar issues from internal and external sources pertaining to legal affairs of EDA.</p> <p data-bbox="341 621 917 653">Final Disposition Temporary</p> <p data-bbox="341 674 852 705">Item Status Active</p> <p data-bbox="341 726 820 758">Is this item media neutral? Yes</p> <p data-bbox="341 779 803 905">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 data-bbox="341 926 1031 978">GRS or Superseded Authority Citation N1-378-99-1 Item 1</p> <p data-bbox="341 1020 657 1052">Disposition Instruction</p> <p data-bbox="341 1083 1356 1115">Cutoff Instruction Cutoff files at the end of the calendar year</p> <p data-bbox="341 1136 1185 1167">Retention Period Destroy 20 year(s) after cutoff</p> <p data-bbox="341 1209 657 1241">Additional Information</p> <p data-bbox="341 1272 950 1304">GAO Approval Not Required</p>
2	<p data-bbox="341 1325 990 1356">High level correspondence and legal opinions</p> <p data-bbox="341 1377 1153 1409">Disposition Authority Number DAA-0378-2014-0006-0002</p> <p data-bbox="341 1430 1490 1545">High level correspondence and legal opinions issued by the Chief Counsel documenting legal interpretations of the statutes and regulations under which the Economic Development Administration operates.</p> <p data-bbox="341 1566 917 1598">Final Disposition Permanent</p> <p data-bbox="341 1619 852 1650">Item Status Active</p> <p data-bbox="341 1671 820 1703">Is this item media neutral? Yes</p> <p data-bbox="341 1724 803 1850">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 data-bbox="341 1892 657 1923">Disposition Instruction</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
11/05/2013	Certify	Malinda Matson	Congressional Affairs Specialist	Economic Development Administration - Legislative Affairs
01/29/2014	Return for Revision	John Hulmston	Senior Records Analyst	National Archives and Records Administration - Records Management Services
01/29/2014	Submit For Certification	Malinda Matson	Congressional Affairs Specialist	Economic Development Administration - Legislative Affairs
01/29/2014	Certify	Malinda Matson	Congressional Affairs Specialist	Economic Development Administration - Legislative Affairs
06/25/2014	Submit for Concurrence	John Hulmston	Senior Records Analyst	National Archives and Records Administration - Records Management Services
06/26/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
06/26/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
06/27/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist