

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0378-2014-0009**  
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 Regional Affairs**  
Minor Subdivision                **Performance and National Programs**  
Schedule Subject                 **Records of the Office of Performance and National Programs**  
Internal agency concurrences will be provided    **No**

Background Information            **Performance and National Programs (PNP) develops and maintains program guidance, policies, directives and operating procedures to improve, standardize or streamline the administration of EDA's various assistance programs. PNP develops federal funding opportunities for EDA's programs carried out in both the regional offices and within PNP.**

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
<b>7</b>	<b>0</b>	<b>7</b>	<b>0</b>

GAO Approval

## Outline of Records Schedule Items for DAA-0378-2014-0009

Sequence Number	
1	Federal Funding Opportunity (FFO) Development Files
1.1	Federal Funding Opportunity Development Files with construction funds Disposition Authority Number: DAA-0378-2014-0009-0001
1.2	Federal Funding Opportunity Develop Files - Nonconstruction Disposition Authority Number: DAA-0378-2014-0009-0002
2	Operational and Program Guidance Disposition Authority Number: DAA-0378-2014-0009-0003
3	Standard Award Conditions
3.1	Award Conditions for Construction Grants Disposition Authority Number: DAA-0378-2014-0009-0004
3.2	Award Conditions for Non-Construction Grants Disposition Authority Number: DAA-0378-2014-0009-0005
4	Research and National Technical Assistance Project Files Disposition Authority Number: DAA-0378-2014-0009-0006
5	Research and National Technical Assistance Final Reports Disposition Authority Number: DAA-0378-2014-0009-0007

## Records Schedule Items

Sequence Number	
1	<p><b>Federal Funding Opportunity (FFO) Development Files</b> Policy statements, decision memos, meeting notes, substantive drafts, and related materials used to develop all Federal Funding Opportunities including annual Economic Development Assistance Programs, Research and National Technical Assistance, Planning Program, University Centers and any challenge grant or initiative competition.</p>
1.1	<p><b>Federal Funding Opportunity Development Files with construction funds</b> Disposition Authority Number      <b>DAA-0378-2014-0009-0001</b></p> <p><b>Federal Funding Opportunity Development files for FFOs that including funding for construction projects.</b></p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                              <b>Active</b></p> <p>Is this item media neutral?          <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>No</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      <b>Cutoff at end of calendar year</b></p> <p>Transfer to Inactive Storage          <b>Transfer to FRC 15 years after cutoff</b></p> <p>Retention Period                        <b>Destroy 25 year(s) after cutoff</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                            <b>Not Required</b></p>
1.2	<p><b>Federal Funding Opportunity Develop Files - Nonconstruction</b> Disposition Authority Number      <b>DAA-0378-2014-0009-0002</b></p> <p><b>FFO development files for all non-construction programs such as planning, university center, technical assistance, and non-construction initiatives.</b></p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                              <b>Active</b></p> <p>Is this item media neutral?          <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in</p>

electronic format(s) other than e-mail and word processing?

**Disposition Instruction**

Cutoff Instruction                      Cutoff at end of calendar year

Retention Period                      Destroy 15 year(s) after cutoff

**Additional Information**

GAO Approval                      Not Required

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**Operational and Program Guidance**

Disposition Authority Number      DAA-0378-2014-0009-0003

**Standard Operating Procedures and Directives used to guide the award and management of grants through the pre-award, post-award, and closure process.**

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?      No

**Disposition Instruction**

Cutoff Instruction                      Cutoff at the end of the calendar year

Retention Period                      Destroy 25 year(s) after cutoff

**Additional Information**

GAO Approval                      Not Required

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**Standard Award Conditions**

**EDA specific standard award conditions issued to grantees when awarded grants.**

3.1

**Award Conditions for Construction Grants**

Disposition Authority Number      DAA-0378-2014-0009-0004

**Construction award agreements issued to grants that include any type of construction.**

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?

**Disposition Instruction**

Cutoff Instruction                      **Cut off at the end of the calendar year**  
Retention Period                        **Destroy 25 year(s) after cutoff**

**Additional Information**

GAO Approval                            **Not Required**

3.2

**Award Conditions for Non-Construction Grants**

Disposition Authority Number        **DAA-0378-2014-0009-0005**

**Award conditions for grants that do not involve construction**

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?        **No**

**Disposition Instruction**

Cutoff Instruction                        **Cut off files at the end of the calendar year**  
Retention Period                        **Destroy 10 year(s) after cutoff**

**Additional Information**

GAO Approval                            **Not Required**

4

**Research and National Technical Assistance Project Files**

Disposition Authority Number        **DAA-0378-2014-0009-0006**

**Applications, awards, performance reports, correspondence, and financial documents for approved RNTA grants.**

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?        **No**

**Disposition Instruction**

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Cutoff Instruction                      Cutoff closed files at the end of the calendar year.  
Transfer to Inactive Storage            Transfer to the FRC 2 years after cutoff.  
Retention Period                        Destroy 10 year(s) after cutoff

**Additional Information**

GAO Approval                            Not Required

**Research and National Technical Assistance Final Reports**

Disposition Authority Number        DAA-0378-2014-0009-0007

**Final reports produced to satisfy the requirements of research grants or contracts and serves as the basic documentation of the funding of economic research by EDA.**

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?      No

**Disposition Instruction**

Cutoff Instruction                      Cutoff at the end of the calendar year  
Transfer to Inactive Storage            Transfer to FRC 15 years after cutoff  
Retention Period                        Destroy 25 year(s) after cutoff

**Additional Information**

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
11/08/2013	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
03/20/2014	Return for Revision	John Hulmston	Senior Records Analyst	National Archives and Records Administration - Records Management Services
03/21/2014	Submit For Certification	Malinda Matson	Congressional Affairs Specialist	Economic Development Administration - Legislative Affairs
03/21/2014	Certify	Malinda Matson	Congressional Affairs Specialist	Economic Development Administration - Legislative Affairs
05/27/2014	Submit for Concurrence	John Hulmston	Senior Records Analyst	National Archives and Records Administration - Records Management Services
06/02/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program

06/02/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
06/05/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist