

Request for Records Disposition Authority

Records Schedule Number **DAA-0378-2014-0010**
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 **Regional Affairs**
Minor Subdivision **Trade Adjustment Assistance for Firms**
Schedule Subject **Records of the Trade Adjustment Assistance for Firms Program**
Internal agency concurrences will be provided **No**

Background Information **Process and monitor grants for the operation of Trade Adjustment Assistance Centers and for industry-wide project; certify/deny the eligibility of firms for Trade Adjustment Assistance; and approve;deny the adjustment proposals received from certified firms.**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

Outline of Records Schedule Items for DAA-0378-2014-0010

Sequence Number	
1	Trade Adjustment Assistance Centers Cooperative Agreements Disposition Authority Number: DAA-0378-2014-0010-0001
2	Trade Act Certification Case Files Disposition Authority Number: DAA-0378-2014-0010-0002
3	Firm Adjustment Plan Files Disposition Authority Number: DAA-0378-2014-0010-0003

Records Schedule Items

Sequence Number	
1	<p>Trade Adjustment Assistance Centers Cooperative Agreements</p> <p>Disposition Authority Number DAA-0378-2014-0010-0001</p> <p>Applications, award documents, monitoring reports, performance reports, financial documents, and audit materials for the Trade Adjustment for Assistance Centers</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? No</p> <p>GRS or Superseded Authority Citation N1-378-92-1 Item 6</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff closed agreements at the end of the calendar year.</p> <p>Transfer to Inactive Storage Transfer to FRC 3 years after cutoff</p> <p>Retention Period Destroy 10 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Trade Act Certification Case Files</p> <p>Disposition Authority Number DAA-0378-2014-0010-0002</p> <p>Determinations made about the eligibility of domestic firms that have petitioned for certification of eligibility for adjustment assistance under the Trade Act of 1974 as amended.</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? No</p>

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GRS or Superseded Authority Citation **NC1-378-92-1 Item 2**

Disposition Instruction

Cutoff Instruction **Cut off files at the end of the calendar year**

Transfer to Inactive Storage **Transfer to FRC 5 years after cutoff**

Retention Period **Destroy 10 year(s) after cutoff**

Additional Information

GAO Approval **Not Required**

Firm Adjustment Plan Files

Disposition Authority Number **DAA-0378-2014-0010-0003**

Files contain Business Analysis, adjustment plan, progress reports, audits, and final reports.

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**

GRS or Superseded Authority Citation **NC1-378-92-1 Item 7**

Disposition Instruction

Cutoff Instruction **Cut off files at the end of the calendar year**

Transfer to Inactive Storage **Transfer to FRC 3 years after cutoff**

Retention Period **Destroy 10 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
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