

Request for Records Disposition Authority

Records Schedule Number DAA-0378-2014-0012
Schedule Status Approved

Agency or Establishment Economic Development Administration
Record Group / Scheduling Group Records of the Economic Development Administration
Records Schedule applies to Agency-wide
Schedule Subject Obsolete records of the Economic Development Administration
Internal agency concurrences will be provided No

Background Information These are records no longer generated by the Economic Development Administration. Permission is being requested to destroy them.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0378-2014-0012

Sequence Number	
1	University Center Annual Reports Disposition Authority Number: DAA-0378-2014-0012-0001
2	EDA Today Videos Disposition Authority Number: DAA-0378-2014-0012-0002
3	Miscellaneous videos Disposition Authority Number: DAA-0378-2014-0012-0003
4	Excellence Award Files Disposition Authority Number: DAA-0378-2014-0012-0004

Records Schedule Items

Sequence Number	
1	<p data-bbox="342 380 821 415">University Center Annual Reports</p> <p data-bbox="342 432 1151 468">Disposition Authority Number DAA-0378-2014-0012-0001</p> <p data-bbox="342 485 1471 638">Prior to 2004, University Center grants were renewed annually to pre-selected institutions of higher education, which submitted an annual report detailing the services they provided. (UCs are currently competed in the regional offices on a multiyear cycle)</p> <p data-bbox="342 655 919 690">Final Disposition Temporary</p> <p data-bbox="342 707 850 743">Item Status Active</p> <p data-bbox="342 760 805 795">Is this item media neutral? No</p> <p data-bbox="342 812 1159 848">Explanation of limitation They exist only in hard copy</p> <p data-bbox="342 865 805 997">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="342 1031 659 1066">Disposition Instruction</p> <p data-bbox="342 1083 1476 1163">Retention Period Destroy immediately after approved by Archivist of the U.S.</p> <p data-bbox="342 1197 656 1232">Additional Information</p> <p data-bbox="342 1249 951 1285">GAO Approval Not Required</p>
2	<p data-bbox="342 1318 618 1354">EDA Today Videos</p> <p data-bbox="342 1371 1154 1407">Disposition Authority Number DAA-0378-2014-0012-0002</p> <p data-bbox="342 1423 1516 1503">EDA today was a grantee produced video production disseminated to stakeholders on a regular basis. File contains, Beta, beta max, VHS and DVD video formats.</p> <p data-bbox="342 1520 919 1556">Final Disposition Temporary</p> <p data-bbox="342 1572 850 1608">Item Status Active</p> <p data-bbox="342 1625 805 1661">Is this item media neutral? No</p> <p data-bbox="342 1677 1468 1757">Explanation of limitation File exist in various video formats only: Beta, beta max, VHS and DVD.</p> <p data-bbox="342 1774 805 1900">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p>

3	Disposition Instruction	
	Retention Period	Destroy immediately after approved by Archivist of the U.S.
	Additional Information	
	GAO Approval	Not Required
	Miscellaneous videos	
	Disposition Authority Number	DAA-0378-2014-0012-0003
	Various DVD videos of symposia, conferences, presentations between 2002 and 2008.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	No
Explanation of limitation	All videos are in dvd format	
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No	
4	Disposition Instruction	
	Retention Period	Destroy immediately after approved by Archivist of the U.S.
	Additional Information	
	GAO Approval	Not Required
	Excellence Award Files	
	Disposition Authority Number	DAA-0378-2014-0012-0004
	Applications, support letters, reviews, background materials, selection materials, award documents, event plans, speeches, and other documents related to the selection of excellence award winners. Excellence Awards were last awarded in 2010.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	No
Explanation of limitation	Files exist in hard copy only	
Do any of the records covered by this item currently exist in	No	

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

Disposition Instruction

Retention Period

Destroy 5 year(s) after award was made.

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
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