

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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>University Center Annual Reports</p> <p>Disposition Authority Number DAA-0378-2014-0012-0001</p> <p>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>Final Disposition Temporary</p> <p>Item Status Pending</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation They exist only in hard copy</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>Retention Period Destroy immediately after approved by Archivist of the U.S.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>EDA Today Videos</p> <p>Disposition Authority Number DAA-0378-2014-0012-0002</p> <p>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>Final Disposition Temporary</p> <p>Item Status Pending</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation File exist in various video formats only: Beta, beta max, VHS and DVD.</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

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 Pending

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

Disposition Instruction

Retention Period Destroy immediately after approved by Archivist of the U.S.

Additional Information

GAO Approval Not Required

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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 Pending

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

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