

Request for Records Disposition Authority

Records Schedule Number **DAA-0378-2014-0014**
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 **Records of the Economic Development Administration website**
Internal agency concurrences will be provided **No**

Background Information **The Economic Development Administration internal and external websites are a product of the collaborative function of the EDA's Office Information Technology and Public Affairs Division**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

Outline of Records Schedule Items for DAA-0378-2014-0014

Sequence Number	
1	Economic Development Administration Website
1.1	Web content records Disposition Authority Number: DAA-0378-2014-0014-0001
1.2	Design and management files Disposition Authority Number: DAA-0378-2014-0014-0002

Records Schedule Items

Sequence Number	
1	<p>Economic Development Administration Website The EDA external and internal websites are resources providing information about EDA services to the public or internal employees, contractors, other DOC components, and supporting the mission of agency programs. The websites are also used to distribute textual, video, sound, or image files.</p>
1.1	<p>Web content records</p> <p>Disposition Authority Number DAA-0378-2014-0014-0001</p> <p>Web content consists of EDA web pages that contain duplicate information maintained in other EDA recordkeeping systems</p> <p>Final Disposition Temporary</p> <p>Item Status Pending</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>Disposition Instruction</p> <p>Cutoff Instruction Cutoff when superseded.</p> <p>Retention Period Destroy immediately after superseded and no longer needed for reference.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
1.2	<p>Design and management files</p> <p>Disposition Authority Number DAA-0378-2014-0014-0002</p> <p>Design, management, and technical operation records, including log files</p> <p>Final Disposition Temporary</p> <p>Item Status Pending</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>

Disposition Instruction

Cutoff Instruction

Cut off files at the end of the calendar year when superseded or become obsolete.

Retention Period

Destroy 3 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
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