

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of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |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 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>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Cutoff Instruction Cutoff when superseded.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Retention Period Destroy immediately after superseded and no longer needed for reference.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 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> |

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 |