

Request for Records Disposition Authority

Records Schedule Number **DAA-0174-2014-0009**
Schedule Status **Approved**

Agency or Establishment **Department of Labor**
Record Group / Scheduling Group **General Records of the Department of Labor**
Records Schedule applies to **Major Subdivision**
Major Subdivision **Office of Recovery for Auto Communities and Workers**
Schedule Subject **Records created by the Department of Labor Co-Chair Council in Support of Executive Order 13509 and Executive Order 13578.**

Internal agency concurrences will be provided **No**

Background Information **Executive Order 13509, issued in June 2009, established a White House Council on automotive communities and workers. The purpose of this order was to establish a coordinated Federal response to issues that particularly impact automotive communities and workers and to ensure that Federal programs and policies address and take into account these concerns. In July 2011, the President issued Executive Order 13578 to continue assisting auto communities and workers. While this executive order revoked the previous one establishing the Council, it delegates essentially the same responsibilities, but with the Secretary of Labor performing them instead of the Council. The Secretary of Labor created the Office of Recovery for Auto Communities and Workers.**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

Outline of Records Schedule Items for DAA-0174-2014-0009

Sequence Number	
1	Records of the Office of Recovery for Auto Communities and Workers (ORAC)
1.1	Records of the ORAC Office. Disposition Authority Number: DAA-0174-2014-0009-0001
2	ORAC Director E-mail. Disposition Authority Number: DAA-0174-2014-0009-0002

Records Schedule Items

Sequence Number				
1	<p>Records of the Office of Recovery for Auto Communities and Workers (ORAC) Includes office files consisting of correspondence and meeting notes, general office files, briefing materials for meetings and trips, White House annual reports, and American Recovery and Reinvestment Act (ARRA) Reports, created or received throughout the time of existence.</p>			
1.1	<p>Records of the ORAC Office.</p> <p>Disposition Authority Number DAA-0174-2014-0009-0001</p> <p>Includes office files consisting of correspondence and meeting notes, briefing materials for meetings and trips, reports, and American Recovery and Reinvestment Act (ARRA) Reports created or received throughout the time of existence.</p> <p>Final Disposition Permanent</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 Cut-off at the end of year office was closed (2014).</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives 5 year(s) after cut-off.</p> <p>Additional Information</p> <p>First year of records accumulation 2009</p> <p>End year of records accumulation 2014</p> <p>What will be the date span of the initial transfer of records to the National Archives? From 2009 To 2014</p> <p>How frequently will your agency transfer these records to the National Archives? Unknown This is a one time transfer of records. Transfer should take place at the end of 2019.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"></td> <td style="width: 25%;">Estimated Current Volume</td> <td style="width: 25%;">Annual Accumulation</td> </tr> </table>		Estimated Current Volume	Annual Accumulation
	Estimated Current Volume	Annual Accumulation		

Electronic/Digital		
Paper	1.5 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

2

ORAC Director E-mail.

Disposition Authority Number DAA-0174-2014-0009-0002

Consists of substantial e-mail correspondence written and received by the Director of ORAC. Subjects include Daily Reports and Week Ahead Reports, Auto Summits, GAO Report (2011) and response to GAO report, and other substantial e-mails not found in paper records. Records range in date from 2009-2013.

Final Disposition Permanent

Item Status Active

Is this item media neutral? No

Explanation of limitation These records consist of e-mail, and are stored in an electronic 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

Cutoff Instruction Transfer Records to NARA upon approval of schedule.

Transfer to the National Archives for Accessioning Transfer to the National Archives immediately after approval of schedule.

Additional Information

First year of records accumulation 2009

End year of records accumulation 2013

What will be the date span of the initial transfer of records to the National Archives? From 2009 To 2013

How frequently will your agency transfer these records to the National Archives? Unknown
There will be one transfer of records.

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	292 MB	
Paper		
Microform		
Hardcopy or Analog Special Media		

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
08/14/2014	Certify	Rachel Vera	U.S. Dept of Labor, Records Management Officer	Office of the Assistant Secretary for Administration and Management - Business Operations Center
01/27/2015	Return for Revision	Jim Cassedy	Appraiser	National Archives and Records Administration - Records Management Services
02/23/2016	Submit For Certification	Rachel Vera	U.S. Dept of Labor, Records Management Officer	Office of the Assistant Secretary for Administration and Management - Business Operations Center
02/24/2016	Certify	Rachel Vera	U.S. Dept of Labor, Records Management Officer	Office of the Assistant Secretary for Administration and Management - Business Operations Center
04/03/2017	Submit for Concurrence	Jim Cassedy	Appraiser	National Archives and Records Administration - Records Management Services
04/05/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
04/05/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services

04/07/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist
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