

Request for Records Disposition Authority

Records Schedule Number **DAA-0369-2014-0002**
Schedule Status **Approved**

Agency or Establishment **Employment and Training Administration**
Record Group / Scheduling Group **Records of the Employment and Training Administration**
Records Schedule applies to **Agency-wide**
Schedule Subject **Schedules of Daily Activities for the Assistant Secretary and Deputy Secretaries within the Employment and Training Administration (ETA)**
Internal agency concurrences will be provided **No**

Background Information **In compliance with General Records Schedule 23, Item 5a Note. Unique substantive records relating to the activities of these individuals must be scheduled by submission of an SF 115 to NARA. (N1-GRS-87-19 item 5a Note)**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	1	0	0

GAO Approval

Outline of Records Schedule Items for DAA-0369-2014-0002

Sequence Number	
1	<p>Schedules of Daily Activities for the Assistant Secretary and Deputy Secretaries for the Employment and Training Administration (ETA) only. (Schedules of Daily Activities for all other lower level officials within ETA are scheduled by General Records Schedule 23, Records Common to Most Offices within Agencies, Item 5a, Schedules of Daily Activities).</p> <p>Disposition Authority Number: DAA-0369-2014-0002-0001</p>

Records Schedule Items

Sequence Number	
1	<p data-bbox="354 421 1471 602">Schedules of Daily Activities for the Assistant Secretary and Deputy Secretaries for the Employment and Training Administration (ETA) only. (Schedules of Daily Activities for all other lower level officials within ETA are scheduled by General Records Schedule 23, Records Common to Most Offices within Agencies, Item 5a, Schedules of Daily Activities).</p> <p data-bbox="354 619 1127 646">Disposition Authority Number DAA-0369-2014-0002-0001</p> <p data-bbox="354 672 1471 853">Unique substantive records relating to the activities of these individuals such as calendars, appointment books, schedules, logs, diaries, emails, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities by Federal employees while serving in an official capacity, EXCLUDING materials determined to be personal.</p> <p data-bbox="354 874 906 902">Final Disposition Permanent</p> <p data-bbox="354 927 837 955">Item Status Active</p> <p data-bbox="354 981 808 1008">Is this item media neutral? Yes</p> <p data-bbox="354 1034 808 1151">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p data-bbox="354 1176 808 1253">Do any of the records covered by this item exist as structured electronic data? Yes</p> <p data-bbox="354 1295 656 1323">Disposition Instruction</p> <p data-bbox="354 1349 1268 1376">Cutoff Instruction Cutoff at the end of the calendar year.</p> <p data-bbox="354 1402 1463 1430">Transfer to Inactive Storage Transfer to inactive storage when no longer needed.</p> <p data-bbox="354 1455 1451 1555">Transfer Electronic Records to the National Archives for Pre-Accessioning Transfer electronic records to the National Archives for pre-accessioning immediately after employee's end of tenure.</p> <p data-bbox="354 1581 1474 1647">Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after end of tenure</p> <p data-bbox="354 1689 651 1717">Additional Information</p> <p data-bbox="354 1742 821 1770">First year of records accumulation 2009</p> <p data-bbox="354 1796 1024 1883">What will be the date span of the initial transfer of records to the National Archives? From 2009 To 2014</p>

How frequently will your agency transfer these records to the National Archives? **Every 8 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	14 Cubic feet	2 Cubic feet
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
09/09/2014	Certify	Rachel Vera	U.S. Dept of Labor, Records Management Officer	Office of the Assistant Secretary for Administration and Management - Business Operations Center
03/24/2016	Submit for Concurrence	Jim Cassedy	Appraiser	National Archives and Records Administration - Records Management Services
03/29/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
03/30/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
03/31/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist