

WITHDRAWN – RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0059-2015-0012

Request for Records Disposition Authority

Records Schedule Number DAA-0059-2015-0012
Schedule Status Returned Without Action
Agency or Establishment Department of State
Record Group / Scheduling Group General Records of the Department of State
Records Schedule applies to Major Subdivision
Major Subdivision Under Secretary for Economic Growth, Energy and Environment
Minor Subdivision Senior Advisors
Schedule Subject Records for the Under Secretary and Senior Advisors for Economic Growth, Energy and Environment (E)
Internal agency concurrences will be provided No

Background Information

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

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Records Schedule: **DAA-0059-2015-0012**

Outline of Records Schedule Items for DAA-0059-2015-0012

Sequence Number	
1	Under Secretary Program Files Disposition Authority Number: DAA-0059-2015-0012-0001
2	Records of Senior Advisors to the Under Secretary Disposition Authority Number: DAA-0059-2015-0012-0002

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Records Schedule: DAA-0059-2015-0012

Records Schedule Items

Sequence Number	
1	<p>Under Secretary Program Files</p> <p>Disposition Authority Number DAA-0059-2015-0012-0001</p> <p>Action memorandums, briefing memorandums, correspondence, memorandums, memorandums of conversation, minutes of meetings, notes, prepared statements and testimony, reports, schedules, speeches, telegrams, special assistants files, and other documentation on the activities, plans, and policies of the Under Secretary.</p> <p>Final Disposition Permanent</p> <p>Item Status Withdrawn</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>GRS or Superseded Authority Citation N1-059-89-7, item 1</p> <p>Disposition Instruction</p> <p>If this item has multiple sections, indicate here records to which this section apply Non-electronic Textual Records</p> <p>Transfer to Inactive Storage Retire to RSC at the end of the Under Secretary's tenure or sooner if necessary. Block all files of each Under Secretary in one group.</p> <p>Transfer to the National Archives for Accessioning Transfer hard-copy files to WNRC when five years old; transfer to the National Archives when 25 years old.</p> <p>Additional Information</p> <p>What will be the date span of the initial transfer of records to the National Archives? Unknown Initial date span has not been determined.</p> <p>How frequently will your agency transfer these records to the National Archives? Every 25 Years</p>

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Records Schedule: **DAA-0059-2015-0012**

Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply **Electronic Records**

Transfer to Inactive Storage **Retire to RSC at the end of the Under Secretary's tenure or sooner if necessary. Block all files of each Under Secretary in one group.**

Transfer to the National Archives for Accessioning **Transfer electronic files to the National Archives when 25 years old in a format and medium acceptable at the time of transfer. Pre-accessioning of electronic media for preservation recommended.**

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **Unknown
Initial date span is not determined at this time.**

How frequently will your agency transfer these records to the National Archives? **Every 25 Years**

2

Records of Senior Advisors to the Under Secretary

Disposition Authority Number **DAA-0059-2015-0012-0002**

Correspondence, briefing memoranda, analytical and policy papers and reports, memoranda of conversations, minutes of meetings, and related documentation created and acquired by the Chief Economist, and other officials in analogous positions.

Final Disposition **Permanent**

Item Status **Withdrawn**

Is this item media neutral? **Yes**

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

If this item has multiple sections, indicate here records to which this section apply **Non-electronic Textual Records**

Transfer to Inactive Storage **Retire files to RSC at the end of tenure, or sooner if necessary. Transfer hard-copy files to WNRC when five years old.**

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Records Schedule. DAA-0059-2015-0012

Transfer to the National Archives
for Accessioning

Transfer to the National Archives when 25 years old.

Additional Information

What will be the date span of the
initial transfer of records to the
National Archives?

Unknown

Initial date span is undetermined at this time.

How frequently will your agency
transfer these records to the
National Archives?

Every 25 Years

Disposition Instruction

If this item has multiple sections,
indicate here records to which
this section apply

Electronic Records

Transfer to Inactive Storage

Retire files to RSC at the end of tenure, or sooner if
necessary.

Transfer to the National Archives
for Accessioning

Transfer electronic files to the National Archives
when 25 years old in a format and medium
acceptable at the time of transfer. Pre-accessioning
of electronic media for preservation recommended.

Additional Information

What will be the date span of the
initial transfer of records to the
National Archives?

Unknown

Initial date span is undetermined at this time.

How frequently will your agency
transfer these records to the
National Archives?

Every 25 Years

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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
04/01/2015	Certify	William Fischer	Agency Records Officer	Administration - A/GIS/IPS/RA
07/30/2015	Return Without Action	Ann Gillette	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services

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