



# WITHDRAWN – RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

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 Items

Sequence Number	
1	<p><b>Under Secretary Program Files</b></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Item Status                              Withdrawn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GRS or Superseded Authority Citation      N1-059-89-7, item 1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><b>Disposition Instruction</b></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><b>Additional Information</b></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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## 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**

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## 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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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