

## Request for Records Disposition Authority

Records Schedule Number           **DAA-0048-2012-0003**  
 Schedule Status                       **Approved**

Agency or Establishment           **Department of the Interior**  
 Record Group / Scheduling Group   **Records of the Office of the Secretary of the Interior**  
 Records Schedule applies to       **Major Subdivision**  
 Major Subdivision                   **Office of the Executive Secretariat and Regulatory Affairs**  
 Minor Subdivision                   **Document Management Unit**  
 Schedule Subject                     **Miscellaneous Collections**  
 Internal agency concurrences will be provided   **No**

Background Information               **The Document Management Unit has primary Departmental responsibility for the production of documents in response to requests from Congress and the Courts. This includes working with the Solicitor's Office to produce documents pursuant to litigation and coordinating the Department's production of documents in response to requests from the Congress, facilitating reviews of Departmental documents by the Independent Counsel, U S Special Counsel, Inspector General's Office, congressional staff and outside organizations, managing document production and responses to FOIA requests, in coordination with the Deputy Director – Correspondence and FOIA Management and the Solicitor's Office**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>

GAO Approval

## Outline of Records Schedule Items for DAA-0048-2012-0003

Sequence Number	
1	Item 1 - Miscellaneous Collections Disposition Authority Number DAA-0048-2012-0003-0001

## Records Schedule Items

Sequence Number

1

### Item 1 - Miscellaneous Collections

Disposition Authority Number **DAA-0048-2012-0003-0001**

These files consist of Department of the Interior documents collected for the purpose of maintaining a record of the activities of particular officials, or for unique subject matters or issues not covered by items 2501 1 and 2501 2 Collections are created at the request of the Secretary, the Director of the Executive Secretariat, or the Office of the Solicitor when there is a reasonable expectation that there may be a request for records about a particular issue, senior official, or political appointee Typically these collections consist of correspondence, reports, reading files, briefing papers, committee/meeting files, daily calendars/appointment books, leases, contracts, grants, audits, permits, and notes These collections are compiled for quick retrieval, response, and reference, original records of all files remain in the office of origin following duplication in the collection

Final Disposition **Temporary**

Item Status **Active**

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? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

Manual Citation	Manual Title
110 DM 17	Departmental Manual - Office of Executive Secretariat and Regulatory Affairs

### Disposition Instruction

Cutoff Instruction **Cut off files at the end of the administration in which the official serves, or when subject is deemed resolved/closed**

Retention Period **Destroy 8 year(s) after cut-off or when no longer needed for reference occurs, whichever is sooner**

### 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
02/29/2012	Certify	Steven Hunt	Program Analyst	Office of the Secretary - NBC/Information Management Branch
10/05/2012	Submit for Concurrency	John Hulmston	Senior Records Analyst	National Archives and Records Administration - Records Management Services
10/10/2012	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
10/10/2012	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
10/11/2012	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist