

# WITHDRAWN – RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0101-2016-0001

## Request for Records Disposition Authority

Records Schedule Number      DAA-0101-2016-0001  
Schedule Status                 Returned Without Action

Agency or Establishment        Office of the Comptroller of the Currency  
Record Group / Scheduling Group   Records of the Office of the Comptroller of the Currency  
Records Schedule applies to     Agency-wide  
Schedule Subject                 All E-mails in the Office of the Comptroller of the Currency's (OCC) E-mail System

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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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## Outline of Records Schedule Items for DAA-0101-2016-0001

Sequence Number	
1	All emails of employees at positions NB VIIIs, NB IXs, and the Comptroller. Disposition Authority Number: DAA-0101-2016-0001-0001
2	All emails of employees and contractors in positions below NB VIIIs. Disposition Authority Number: DAA-0101-2016-0001-0002

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## Records Schedule Items

Sequence Number	
1	<p data-bbox="365 406 1510 449"><b>All emails of employees at positions NB VIIIs, NB IXs, and the Comptroller.</b></p> <p data-bbox="365 459 1510 502">Disposition Authority Number      <b>DAA-0101-2016-0001-0001</b></p> <p data-bbox="365 523 1510 566">Final Disposition                      <b>Permanent</b></p> <p data-bbox="365 576 1510 619">Item Status                              <b>Withdrawn</b></p> <p data-bbox="365 629 1510 672">Is this item media neutral?          <b>Yes</b></p> <p data-bbox="365 683 1510 810">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>No</b></p> <p data-bbox="365 842 1510 885"><b>Disposition Instruction</b></p> <p data-bbox="365 895 1510 938">Cutoff Instruction                      <b>Cut off annually.</b></p> <p data-bbox="365 949 1510 1023">Transfer to the National Archives for Accessioning      <b>Transfer to the National Archives 10 year(s) after cut off</b></p> <p data-bbox="365 1055 1510 1098"><b>Additional Information</b></p> <p data-bbox="365 1108 1510 1151">First year of records accumulation      <b>2017</b></p> <p data-bbox="365 1161 1510 1257">What will be the date span of the initial transfer of records to the National Archives?      <b>From 2017 To 2027</b></p> <p data-bbox="365 1268 1510 1364">How frequently will your agency transfer these records to the National Archives?      <b>Every 10 Years</b></p>
2	<p data-bbox="365 1459 1510 1502"><b>All emails of employees and contractors in positions below NB VIIIs.</b></p> <p data-bbox="365 1513 1510 1555">Disposition Authority Number      <b>DAA-0101-2016-0001-0002</b></p> <p data-bbox="365 1576 1510 1619">Final Disposition                      <b>Temporary</b></p> <p data-bbox="365 1630 1510 1672">Item Status                              <b>Withdrawn</b></p> <p data-bbox="365 1683 1510 1725">Is this item media neutral?          <b>Yes</b></p> <p data-bbox="365 1736 1510 1864">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>No</b></p> <p data-bbox="365 1896 1510 1938"><b>Disposition Instruction</b></p>

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Retention Period	Destroy immediately after 10 years
Additional Information	
GAO Approval	Not Required

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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
08/12/2016	Certify	Mary Donovan	Agency Records Officer	Office of Management - Financial Management
12/06/2016	Return Without Action	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA

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