

WITHDRAWN – RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0101-2017-0002

Request for Records Disposition Authority

Records Schedule Number DAA-0101-2017-0002
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 E-mail records of account holders not covered by DAA-0101-2017-0001 (e-mail records of non-high level decision makers within the OCC.)

Internal agency concurrences will be provided No

Background Information Permanent e-mail accounts in the OCC's e-mail system are covered under records schedule number DAA-0101-2017-0001. These account holders have oversight responsibility and the highest level of authority for decision making at the OCC.

This request for records disposition authority covers the e-mails in the OCC's e-mail system for the accounts not covered by DAA-0101-2017-0001. This schedule is day forward beginning in calendar year 2017 and we are proposing a 10-year retention period. These temporary e-mail account holders are still responsible for managing select long-term e-mail records in the OCC's DoD 5015-compliant electronic recordkeeping system.

Records schedule numbers DAA-0101-2017-0001 and DAA-0101-2017-0002 cover all e-mail accounts in the OCC's e-mail system.

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of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

Outline of Records Schedule Items for DAA-0101-2017-0002

Sequence Number

1

Non-High Level Decision Makers E-mail Records Disposition Authority Number: DAA-0101-2017-0002-0001
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Records Schedule Items

Sequence Number	
1	<p data-bbox="354 385 1047 417">Non-High Level Decision Makers E-mail Records</p> <p data-bbox="354 442 1161 474">Disposition Authority Number DAA-0101-2017-0002-0001</p> <p data-bbox="354 500 1312 570">E-mail accounts in the OCC's e-mail system that are not covered by DAA-0101-2017-0001.</p> <p data-bbox="354 591 927 623">Final Disposition Temporary</p> <p data-bbox="354 649 927 680">Item Status Withdrawn</p> <p data-bbox="354 706 813 738">Is this item media neutral? No</p> <p data-bbox="354 763 1258 795">Explanation of limitation Limited to e-mail and attachments.</p> <p data-bbox="354 821 813 938">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 data-bbox="354 974 669 1006">Disposition Instruction</p> <p data-bbox="354 1032 1440 1064">Cutoff Instruction Cut-off e-mail annually at end of calendar year.</p> <p data-bbox="354 1089 1214 1121">Retention Period Destroy 10 year(s) after cut-off.</p> <p data-bbox="354 1168 669 1200">Additional Information</p> <p data-bbox="354 1225 963 1257">GAO Approval Not Required</p>

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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
01/05/2017	Certify	Mary Donovan	Agency Records Officer	Office of Management - Financial Management
02/08/2017	Return Without Action	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA

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