

WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0564-2014-0001

Request for Records Disposition Authority

Records Schedule Number DAA-0564-2014-0001

Schedule Status Returned Without Action

Agency or Establishment Alcohol and Tobacco Tax and Trade Bureau

Record Group / Scheduling Group Records of the Alcohol and Tobacco Tax and Trade Bureau

Records Schedule applies to Agency-wide

Schedule Subject Records of Non-Selected Employment Applicants

Internal agency concurrences will be provided No

Background Information A gap has been identified in the General Records Schedules and the purpose of this records schedule is to fill the gap.

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of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

WITHDRAWN - RETURNED WITHOUT ACTION

WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0564-2014-0001

Outline of Records Schedule Items for DAA-0564-2014-0001

Sequence Number	
1	Records of Non-Selected Employment Applicants Disposition Authority Number: DAA-0564-2014-0001-0001

WITHDRAWN - RETURNED WITHOUT ACTION

WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0564-2014-0001

Records Schedule Items

Sequence Number	
1	<p data-bbox="362 417 1032 449">Records of Non-Selected Employment Applicants</p> <p data-bbox="362 470 1133 502">Disposition Authority Number DAA-0564-2014-0001-0001</p> <p data-bbox="362 523 1451 740">Records of non-selected employment applicants are records that are created and received in the course of TTB employment announcements and interviews. Records include but are not limited to resumes, interview questions, interview notes (written on copies of resumes, on note paper, on questionnaires, or on or by any means during an interview), copy of job announcement, and qualification related materials submitted by the applicant during the interview.</p> <p data-bbox="362 761 911 793">Final Disposition Temporary</p> <p data-bbox="362 815 906 846">Item Status Withdrawn</p> <p data-bbox="362 868 813 900">Is this item media neutral? Yes</p> <p data-bbox="362 921 802 1038">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="362 1081 662 1112">Disposition Instruction</p> <p data-bbox="362 1134 1398 1208">Cutoff Instruction Cut off file at the end of the fiscal year in which position has been filled or canceled.</p> <p data-bbox="362 1229 1154 1261">Retention Period Destroy 1 year(s) after cutoff.</p> <p data-bbox="362 1304 662 1336">Additional Information</p> <p data-bbox="362 1357 943 1389">GAO Approval Not Required</p>

WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0564-2014-0001

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
11/28/2016	Certify	Bruce Campbell	Records Program Manager	Alcohol and Tobacco Tax and Trade Bureau - Alcohol and Tobacco Tax and Trade Bureau
11/28/2016	Return Without Action	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services

WITHDRAWN - RETURNED WITHOUT ACTION