

Request for Records Disposition Authority

Records Schedule Number **DAA-0359-2015-0001**
Schedule Status **Approved**

Agency or Establishment **Office of Science and Technology Policy**
Record Group / Scheduling Group **Records of the Office of Science and Technology**
Records Schedule applies to **Department-wide**
Schedule Subject **Records of the National Science and Technology Council (NSTC)**
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	1	0	0

GAO Approval

Outline of Records Schedule Items for DAA-0359-2015-0001

Sequence Number

1

The Assistant to the President for Science and Technology Subject Files - National Science and Technology Council (NSTC)
Disposition Authority Number: DAA-0359-2015-0001-0001

Records Schedule Items

Sequence Number		
1	<p>The Assistant to the President for Science and Technology Subject Files - National Science and Technology Council (NSTC)</p> <p>Disposition Authority Number DAA-0359-2015-0001-0001</p> <p>Files are related to the activities of the Assistant to the President for Science and Technology's role on the National Science and Technology Council (NSTC). These files include, but are not limited to memorandums, charters, surveys, directives, organizational charts, reports, correspondence, meeting minutes, agendas, and calendars for the committees, subcommittees, working groups and task forces on different aspects of science and technology.</p> <p>Final Disposition Permanent</p> <p>Item Status Active</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>Disposition Instruction</p> <p>Cutoff Instruction Cut-off at the end of the Presidential administration.</p> <p>Transfer to the National Archives for Accessioning Transfer to National Archives 15 years after cutoff.</p> <p>Additional Information</p> <p>What will be the date span of the initial transfer of records to the National Archives? From 1993 To 2002</p> <p>How frequently will your agency transfer these records to the National Archives? Every 15 Years</p>	
	Estimated Current Volume	Annual Accumulation
Electronic/Digital	300 GB	GB
Paper	50 Cubic feet	
Microform		

Hardcopy or Analog Special Media		
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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
05/06/2015	Certify	Dawn Epperson	Administrative Operations Officer	Excutive Office of the President - Office of Science and Technology Policy
10/28/2015	Return for Revision	Ann Gillette	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Serivces
11/04/2015	Submit For Certification	Dawn Epperson	Administrative Operations Officer	Excutive Office of the President - Office of Science and Technology Policy
11/05/2015	Certify	Dawn Epperson	Administrative Operations Officer	Excutive Office of the President - Office of Science and Technology Policy
11/05/2015	Return for Revision	Ann Gillette	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Serivces
11/05/2015	Submit For Certification	Dawn Epperson	Administrative Operations Officer	Excutive Office of the President - Office of Science and Technology Policy
11/05/2015	Certify	Dawn Epperson	Administrative Operations Officer	Excutive Office of the President - Office of Science and Technology Policy
11/09/2015	Submit for Concurrence	Lisa Clavelli	Supervisor, ACNR Appraisal Team 2	National Archives and Records Administration - Records Management Services

11/10/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
11/19/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
11/24/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist