

Request for Records Disposition Authority

Records Schedule Number DAA-0359-2016-0001
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 Non-Substantive Working Papers
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0359-2016-0001

Sequence Number

1

Non-Substantive Working Papers

Disposition Authority Number: DAA-0359-2016-0001-0001

Records Schedule Items

Sequence Number	
1	<p data-bbox="362 385 837 417">Non-Substantive Working Papers</p> <p data-bbox="362 438 1170 470">Disposition Authority Number DAA-0359-2016-0001-0001</p> <p data-bbox="362 491 1507 725">This item include routine and non-substantial drafts and working papers of each division of OSTP that do not contain unique information documenting significant policy development, action, or decision making. These materials may include notes, preliminary drafts produced solely for proof reading or internal discussion, reference or consultation, and associated transmittals, and reference and background materials.</p> <p data-bbox="362 746 935 778">Final Disposition Temporary</p> <p data-bbox="362 800 870 832">Item Status Active</p> <p data-bbox="362 853 837 885">Is this item media neutral? Yes</p> <p data-bbox="362 906 837 1034">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p data-bbox="362 1055 837 1140">Do any of the records covered by this item exist as structured electronic data? Yes</p> <p data-bbox="362 1183 680 1215">Disposition Instruction</p> <p data-bbox="362 1247 1378 1278">Retention Period Delete or destroy when no longer needed.</p> <p data-bbox="362 1321 675 1353">Additional Information</p> <p data-bbox="362 1374 972 1406">GAO Approval Not Required</p>

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
11/05/2015	Certify	Dawn Epperson	Administrative Operations Officer	Excutive Office of the President - Office of Science and Technology Policy
12/14/2015	Return for Revision	Andrea Shahmohammadi	Appraisal Archivist	National Archives and Records Administration - Electronic and Special Media Records Services Divi
01/04/2016	Submit For Certification	Dawn Epperson	Administrative Operations Officer	Excutive Office of the President - Office of Science and Technology Policy
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01/04/2016	Certify	Dawn Epperson	Administrative Operations Officer	Excutive Office of the President - Office of Science and Technology Policy
01/11/2016	Submit for Concurrence	Lisa Clavelli	Supervisor, ACNR Appraisal Team 2	National Archives and Records Administration - Records Management Services

01/11/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
01/11/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
01/14/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist