

Request for Records Disposition Authority

Records Schedule Number **DAA-0359-2016-0002**
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 **Subject Files of the Chief Technology Office**
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0359-2016-0002

Sequence Number

1

Subject Files of the Chief Technology Office Disposition Authority Number: DAA-0359-2016-0002-0001

Records Schedule Items

Sequence Number														
1	<p>Subject Files of the Chief Technology Office</p> <p>Disposition Authority Number DAA-0359-2016-0002-0001</p> <p>These files are related to the Chief Technology Office's role on transparency of government operations, computer and network security (sometimes referred to as cybersecurity), identification and adoption of best technologies and practices by federal agencies, and interoperability of emergency communications technologies for first responders.</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? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>Disposition Instruction</p> <p>Transfer to the National Archives for Accessioning Cutoff at the end of the Administration. Transfer to the 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 2009 To 2017</p> <p>How frequently will your agency transfer these records to the National Archives? Every 4 Years</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;"></th> <th style="width: 25%;">Estimated Current Volume</th> <th style="width: 25%;">Annual Accumulation</th> </tr> </thead> <tbody> <tr> <td>Electronic/Digital</td> <td style="text-align: center;">80 GB</td> <td style="text-align: center;">GB</td> </tr> <tr> <td>Paper</td> <td></td> <td></td> </tr> <tr> <td>Microform</td> <td></td> <td></td> </tr> </tbody> </table>			Estimated Current Volume	Annual Accumulation	Electronic/Digital	80 GB	GB	Paper			Microform		
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Electronic/Digital	80 GB	GB												
Paper														
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
12/22/2015	Certify	Dawn Epperson	Administrative Operations Officer	Excutive Office of the President - Office of Science and Technology Policy
08/23/2016	Return for Revision	Andrea Shahmohammadi	Appraisal Archivist	National Archives and Records Administration - Electronic and Special Media Records Services Divi
08/26/2016	Submit For Certification	Dawn Epperson	Administrative Operations Officer	Excutive Office of the President - Office of Science and Technology Policy
08/30/2016	Certify	Dawn Epperson	Administrative Operations Officer	Excutive Office of the President - Office of Science and Technology Policy
09/01/2016	Submit for Concurrence	Lisa Clavelli	Supervisor, ACNR Appraisal Team 2	National Archives and Records Administration - Records Management Services
09/02/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/02/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
09/06/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist