

Request for Records Disposition Authority

Records Schedule Number DAA-0364-2016-0002
Schedule Status Approved

Agency or Establishment Office of the U.S. Trade Representative
Record Group / Scheduling Group Records of the Office of the U.S. Trade Representative
Records Schedule applies to Agency-wide
Schedule Subject Email of the Obama Administration
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0364-2016-0002

Sequence Number

1

Email of the Obama Administration Disposition Authority Number: DAA-0364-2016-0002-0001
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Records Schedule Items

Sequence Number	
1	<p data-bbox="358 389 854 421">Email of the Obama Administration</p> <p data-bbox="358 442 1166 474">Disposition Authority Number DAA-0364-2016-0002-0001</p> <p data-bbox="358 495 1507 570">This item includes all email messages, attachments, calendars, and transmission data associated with all accounts (staff and program).</p> <p data-bbox="358 591 935 623">Final Disposition Permanent</p> <p data-bbox="358 644 865 676">Item Status Active</p> <p data-bbox="358 697 821 729">Is this item media neutral? No</p> <p data-bbox="358 751 1109 783">Explanation of limitation Electronic records only.</p> <p data-bbox="358 804 821 942">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="358 974 675 1006">Disposition Instruction</p> <p data-bbox="358 1027 1325 1059">Cutoff Instruction Cutoff at the end of the Administration.</p> <p data-bbox="358 1081 1528 1155">Transfer to the National Archives for Accessioning Transfer to the National Archives after the end of the Administration.</p> <p data-bbox="358 1198 675 1229">Additional Information</p> <p data-bbox="358 1251 854 1283">First year of records accumulation 2009</p> <p data-bbox="358 1304 854 1336">End year of records accumulation 2017</p> <p data-bbox="358 1357 1065 1453">What will be the date span of the initial transfer of records to the National Archives? From 2009 To 2017</p> <p data-bbox="358 1474 1438 1570">How frequently will your agency transfer these records to the National Archives? Unknown Transfer of these records will only occur once.</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
10/27/2016	Return to Submitter	Shelia Edwards	Records Officer	Administration - Administrative Program Services
10/27/2016	Certify	Shelia Edwards	Records Officer	Administration - Administrative Program Services
01/05/2017	Submit for Concurrence	Lisa Clavelli	Supervisor, ACNR Appraisal Team 2	National Archives and Records Administration - Records Management Services
01/05/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
01/05/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
01/06/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist