

INACTIVE - ALL ITEMS SUPERSEDED

Request for Records Disposition Authority

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

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of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

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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>Email of the Obama Administration</p> <p>Disposition Authority Number DAA-0364-2016-0002-0001</p> <p>This item includes all email messages, attachments, calendars, and transmission data associated with all accounts (staff and program).</p> <p>Final Disposition Permanent</p> <p>Item Status Inactive</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation Electronic records only.</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>Inactive Status Explanation All of the records have been transferred.</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff at the end of the Administration.</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives after the end of the Administration.</p> <p>Additional Information</p> <p>First year of records accumulation 2009</p> <p>End year of records accumulation 2017</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? Unknown Transfer of these records will only occur once.</p>

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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
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

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