

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0364-2021-0001**  
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                      **Trump Administration Political Appointee Work Folders**  
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>

### GAO Approval

## Outline of Records Schedule Items for DAA-0364-2021-0001

Sequence Number
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1	Trump Administration Political Appointee Work Folders (CLOSED) Disposition Authority Number: DAA-0364-2021-0001-0001
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## Records Schedule Items

Sequence Number	
1	<p data-bbox="345 380 1279 415"><b>Trump Administration Political Appointee Work Folders (CLOSED)</b></p> <p data-bbox="345 432 1151 468">Disposition Authority Number      <b>DAA-0364-2021-0001-0001</b></p> <p data-bbox="345 489 1516 940">Records related to the official duties and actions of political appointees in the federal agency components of the Trump Executive Office of the President (EOP), usually referred to as “work folders.” Work folders are primarily managed on shared or personal drives, and contain materials that meet the definition of a Federal record, relate to the specific programs of the component, and are related to mission-related activities. Political appointees are any individual appointed by the President or Vice President (whether or not confirmed by the Senate) including Political Schedule A and Schedule C appointments in the excepted service; political appointees as defined by 5 U.S.C. 5312-5316; non-career, limited term and limited emergency SES employees and any political employees serving under a statutory authority specific to the FRA-creating components of EOP. Positions filled by the standard competitive process are NOT included.</p> <p data-bbox="345 961 922 997">Final Disposition                      <b>Permanent</b></p> <p data-bbox="345 1018 850 1054">Item Status                              <b>Active</b></p> <p data-bbox="345 1075 818 1110">Is this item media neutral?        <b>Yes</b></p> <p data-bbox="345 1131 805 1251">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>No</b></p> <p data-bbox="345 1287 659 1323"><b>Disposition Instruction</b></p> <p data-bbox="345 1344 1302 1379">Cutoff Instruction                      <b>Cutoff at the end of the administration.</b></p> <p data-bbox="345 1400 1468 1472">Transfer to the National Archives for Accessioning      <b>Transfer to the National Archives at the end of the administration.</b></p> <p data-bbox="345 1514 656 1549"><b>Additional Information</b></p> <p data-bbox="345 1570 834 1606">First year of records accumulation      <b>2017</b></p> <p data-bbox="345 1627 1040 1719">What will be the date span of the initial transfer of records to the National Archives?      <b>From 2017 To 2021</b></p> <p data-bbox="345 1740 1138 1833">How frequently will your agency transfer these records to the National Archives?      <b>Unknown</b> <b>This is a one time transfer.</b></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
01/15/2021	Certify	Shelia Edwards	Records Officer	Administration - Administrative Program Services
02/18/2021	Submit for Concur rence	Andrea Shahmohammadi	Appraisal Archivist	National Archives and Records Administration - Records Management Office
02/24/2021	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - ACNR Records Management Services
02/24/2021	Concur	Laurence Brewer	Chief Records Office r	National Records and Archives Administration - National Records and Archives Administration
02/25/2021	Approve	David Ferriero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist