

### Request for Records Disposition Authority

Records Schedule Number      **DAA-0580-2014-0001**  
Schedule Status                 **Approved**

Agency or Establishment        **Council on Environmental Quality**  
Record Group / Scheduling Group **Records of the Council on Environmental Quality**  
Records Schedule applies to    **Agency-wide**  
Schedule Subject                 **Records of the Council on Environmental Quality**  
Internal agency concurrences will be provided    **No**

Background Information            **The Council on Environmental Quality (CEQ) was established within the Executive Office of the President by the National Environmental Policy Act (NEPA) of 1969. 42 U.S.C. § 4321 et seq. CEQ oversees implementation of the Act and assists and advises the President in developing environmental policies and initiatives.**

#### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
15	11	4	0

#### GAO Approval

## Outline of Records Schedule Items for DAA-0580-2014-0001

Sequence Number	
1	<b>Records Common to All Offices</b>
1.1	Public Comments and Correspondence. Disposition Authority Number: DAA-0580-2014-0001-0001
1.2	Volunteer Program Applications Disposition Authority Number: DAA-0580-2014-0001-0002
1.3	Organization and Governance Files Disposition Authority Number: DAA-0580-2014-0001-0003
1.4	NEPA Files Disposition Authority Number: DAA-0580-2014-0001-0004
1.5	Congressional Correspondence Disposition Authority Number: DAA-0580-2014-0001-0005
1.6	Non-Substantive Working Files Disposition Authority Number: DAA-0580-2014-0001-0006
2	<b>Records of the Office of the Chairman</b>
2.1	Chairman's Correspondence Disposition Authority Number: DAA-0580-2014-0001-0007
2.2	Chairman's Subject Files Disposition Authority Number: DAA-0580-2014-0001-0008
2.3	Chairman's Briefing and Meeting Materials Disposition Authority Number: DAA-0580-2014-0001-0009
3	<b>Records of the Deputy Director and Office of the General Counsel</b>
3.1	Official Correspondence Disposition Authority Number: DAA-0580-2014-0001-0010
3.2	General Correspondence Disposition Authority Number: DAA-0580-2014-0001-0011
3.3	Subject Files Disposition Authority Number: DAA-0580-2014-0001-0012
4	<b>Records of Senior Staff, Associate Directors, and All Other Staff</b>
4.1	Subject Files Disposition Authority Number: DAA-0580-2014-0001-0013
4.2	Working Groups, Councils, and Task Forces Disposition Authority Number: DAA-0580-2014-0001-0014
5	<b>Essential Records</b>
5.1	Continuity Devolution Plans and Delegation of Authority Files.

Disposition Authority Number: DAA-0580-2014-0001-0019

## Records Schedule Items

Sequence Number	
1	<p><b>Records Common to All Offices</b></p>
1.1	<p><b>Public Comments and Correspondence.</b></p> <p>Disposition Authority Number      <b>DAA-0580-2014-0001-0001</b></p> <p><b>Routine non-substantial public feedback and comments, to include petitions, received by CEQ via a variety of methods, including, but not limited to, online portals, hand-delivery, email, fax, and postal mail.</b></p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                                <b>Active</b></p> <p>Is this item media neutral?            <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?        <b>Yes</b></p> <p>Do any of the records covered by this item exist as structured electronic data?                            <b>Yes</b></p> <p>GRS or Superseded Authority Citation      <b>NC1-429-79-01 / 10</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                        <b>Cut off at the end of the fiscal year.</b></p> <p>Retention Period                         <b>Destroy/delete 3 years after cutoff, or at the end of the Presidential Administration, whichever is longer. Longer retention is authorized if needed.</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                               <b>Not Required</b></p>
1.2	<p><b>Volunteer Program Applications</b></p> <p>Disposition Authority Number      <b>DAA-0580-2014-0001-0002</b></p> <p><b>A general volunteer internship program exists for all of CEQ, with the exception of the legal team. For the legal team, a volunteer law clerk program exists. The application packages of interns and law clerks include the application, references, transcripts, resumes, and writing samples.</b></p> <p>Final Disposition                        <b>Temporary</b></p> <p>Item Status                                 <b>Active</b></p>

	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cut off at the end of the fiscal year.
	Retention Period	Destroy/delete after 3 years, or at the end of the Presidential Administration; longer retention is authorized if needed.
	<b>Additional Information</b>	
	GAO Approval	Not Required
1.3	<b>Organization and Governance Files</b>	
	Disposition Authority Number	DAA-0580-2014-0001-0003
	<b>Record copies of organizational charts, functional statements, directives, and budget policy files documenting policy and procedures, including correspondence, governing budget administration. Files reflecting policy decisions affecting expenditures for program and related records that document the essential organization and functions of the Council.</b>	
	Final Disposition	Permanent
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	GRS or Superseded Authority Citation	NC1-429-79-01 / 16 NC1-429-79-01 / 36
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cut off at the end of the Presidential administration.
	Transfer to the National Archives for Accessioning	Transfer to the National Archives 15 year(s) after cutoff

1.4

**Additional Information**

First year of records accumulation **2009**  
What will be the date span of the initial transfer of records to the National Archives? **From 2009 To 2017**  
How frequently will your agency transfer these records to the National Archives? **Unknown**

**NEPA Files**

Disposition Authority Number **DAA-0580-2014-0001-0004**

**Policy and regulatory related work based on CEQ's role to oversee the implementation of NEPA. Includes memoranda, drafts, guidelines, drafts and record copies of regulations, decision papers, reports, studies, surveys, NEPA referral case files, guidance, files relating to NEPA modernization, and inter- or intra-agency correspondence. Substantial public feedback and comments, to include petitions, received by CEQ.**

Final Disposition **Permanent**  
Item Status **Active**  
Is this item media neutral? **Yes**  
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**  
Do any of the records covered by this item exist as structured electronic data? **Yes**

**Disposition Instruction**

Cutoff Instruction **Cut off at the end of the Presidential administration.**  
Transfer to the National Archives for Accessioning **Transfer to the National Archives 15 year(s) after cutoff**

**Additional Information**

First year of records accumulation **2009**  
What will be the date span of the initial transfer of records to the National Archives? **From 2009 To 2017**

1.5

How frequently will your agency transfer these records to the National Archives? **Unknown**

**Congressional Correspondence**

Disposition Authority Number **DAA-0580-2014-0001-0005**

**These congressional files include correspondence to or from members of Congress or their staff and/or other Government agencies, and materials prepared in preparation for Congressional testimony.**

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

**Disposition Instruction**

Cutoff Instruction **Cut off at the end of the Presidential administration.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 15 year(s) after cutoff**

**Additional Information**

First year of records accumulation **2009**

What will be the date span of the initial transfer of records to the National Archives? **From 2009 To 2017**

How frequently will your agency transfer these records to the National Archives? **Unknown**

1.6

**Non-Substantive Working Files**

Disposition Authority Number **DAA-0580-2014-0001-0006**

**General background information, meeting notes, weekly reports, talking points, internal memoranda, records related to litigation, pre-briefing materials, working papers, and drafts, none of which are subject to litigation holds.**

	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cut off at the end of the fiscal year.
	Retention Period	Destroy/delete after 3 years, or at the end of the Presidential Administration; longer retention is authorized if needed.
	<b>Additional Information</b>	
	GAO Approval	Not Required
2	<b>Records of the Office of the Chairman</b>	
2.1	<b>Chairman's Correspondence</b>	
	Disposition Authority Number	DAA-0580-2014-0001-0007
	Correspondence and supporting documents, including to or from the White House, that, as a matter of practice, receive approval and or signature of the Chairman, Acting Chairman, or any other official serving as and performing the functions and duties of the office of the Chairman.	
	Final Disposition	Permanent
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cutoff at the end of the Presidential administration.



Transfer to the National Archives for Accessioning      Transfer to the National Archives 15 year(s) after cutoff

**Additional Information**

First year of records accumulation      2009

What will be the date span of the initial transfer of records to the National Archives?      From 2009 To 2017

How frequently will your agency transfer these records to the National Archives?      Unknown

2.2

**Chairman's Subject Files**

Disposition Authority Number      DAA-0580-2014-0001-0008

These files are arranged alphabetically by subject and contain inter- and intra-office memoranda, reports, studies, meeting and event materials, scheduling requests, decision papers, briefing books, and briefing memoranda. This item includes records to or from the White House.

Final Disposition      Permanent

Item Status      Active

Is this item media neutral?      Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      Yes

Do any of the records covered by this item exist as structured electronic data?      Yes

**Disposition Instruction**

Cutoff Instruction      Cutoff at the end of the Presidential administration.

Transfer to the National Archives for Accessioning      Transfer to the National Archives 15 year(s) after cutoff

**Additional Information**

First year of records accumulation      2009

What will be the date span of the initial transfer of records to the National Archives?      From 2009 To 2017

2.3

How frequently will your agency transfer these records to the National Archives? **Unknown**

**Chairman's Briefing and Meeting Materials**

Disposition Authority Number **DAA-0580-2014-0001-0009**

**Materials created or maintained in preparation for meetings, including those with other Federal officials, members of Congress, public interest groups, outside organizations, other governments, and local or state governments.**

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

**Disposition Instruction**

Cutoff Instruction **Cut off at the end of the Presidential administration.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 15 year(s) after cutoff**

**Additional Information**

First year of records accumulation **2009**

What will be the date span of the initial transfer of records to the National Archives? **From 2009 To 2017**

How frequently will your agency transfer these records to the National Archives? **Unknown**

3

**Records of the Deputy Director and Office of the General Counsel**

3.1

**Official Correspondence**

Disposition Authority Number **DAA-0580-2014-0001-0010**

Correspondence and supporting documents that, as a matter of practice, receive approval and/or signature of Deputy Director, Chief of Staff, General Counsel, Deputy General Counsel, Senior Counsel, and Attorney-Advisors.

Final Disposition Permanent

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

**Disposition Instruction**

Cutoff Instruction Cutoff at the end of the Presidential administration.

Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after cutoff

**Additional Information**

First year of records accumulation 2009

What will be the date span of the initial transfer of records to the National Archives? From 2009 To 2017

How frequently will your agency transfer these records to the National Archives? Unknown

3.2

**General Correspondence**

Disposition Authority Number DAA-0580-2014-0001-0011

Correspondence, memoranda, and petitions that do not result in any actions or follow-up, including those files related to personnel needs and other routine activities of the office.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

3.3

Do any of the records covered by this item exist as structured electronic data?

Yes

**Disposition Instruction**

Cutoff Instruction

Cut off at the end of the fiscal year.

Retention Period

Destroy/delete after 3 years, or at the end of the Presidential Administration; longer retention is authorized if needed.

**Additional Information**

GAO Approval

Not Required

**Subject Files**

Disposition Authority Number

DAA-0580-2014-0001-0012

Reports, studies, memoranda, guidance, record copies of Federal Register publications, decision papers, background material, materials related to interagency working groups, litigation files, councils, or task forces, records reflecting legal advice, materials relating to CEQ's role to assist and advise the President in developing environmental policies, initiatives inter- and intra-office memoranda, petitions, and letters to or from other agencies or Federal entities, arranged alphabetically by subject.

Final Disposition

Permanent

Item Status

Active

Is this item media neutral?

Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?

Yes

Do any of the records covered by this item exist as structured electronic data?

Yes

**Disposition Instruction**

Cutoff Instruction

Cutoff at the end of the Presidential administration.

Transfer to the National Archives for Accessioning

Transfer to the National Archives 15 year(s) after cutoff

**Additional Information**

First year of records accumulation 2009

4	What will be the date span of the initial transfer of records to the National Archives?	From 2009 To 2017
	How frequently will your agency transfer these records to the National Archives?	Unknown
	<b>Records of Senior Staff, Associate Directors, and All Other Staff</b> These files are arranged alphabetically by subject and consist of pertinent and general background materials, inter- and intra-office memoranda, reports, and letters to or from other agencies or Federal entities.	
4.1	<b>Subject Files</b>	
	Disposition Authority Number	DAA-0580-2014-0001-0013
	Reports, studies, memoranda, record copies of Federal Register publications, transmittal memoranda, fact sheets, press releases, decision papers, pertinent background materials, materials related to interagency working groups, councils, or task forces arranged alphabetically by subject/issue.	
	Final Disposition	Permanent
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cutoff at the end of the Presidential administration.
	Transfer to the National Archives for Accessioning	Transfer to the National Archives 15 year(s) after cutoff
	<b>Additional Information</b>	
	First year of records accumulation	2009
	What will be the date span of the initial transfer of records to the National Archives?	From 2009 To 2017
	How frequently will your agency transfer these records to the National Archives?	Unknown

4.2

**Working Groups, Councils, and Task Forces**

Disposition Authority Number      **DAA-0580-2014-0001-0014**

**Reports, talking points, studies, decision papers, presentations, organization papers, correspondence, pertinent and background materials, inter- and intra-agency memoranda, charters, and additional materials to and from other agencies or Federal entities created or received as part of CEQs involvement in working groups, councils, task forces and special projects.**

Final Disposition                      **Permanent**

Item Status                              **Active**

Is this item media neutral?          **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      **Yes**

Do any of the records covered by this item exist as structured electronic data?                      **Yes**

**Disposition Instruction**

Cutoff Instruction                      **Cutoff at the end of the Presidential administration.**

Transfer to the National Archives for Accessioning      **Transfer to the National Archives 15 year(s) after cutoff**

**Additional Information**

First year of records accumulation      **2009**

What will be the date span of the initial transfer of records to the National Archives?      **From 2009 To 2017**

How frequently will your agency transfer these records to the National Archives?      **Unknown**

5

**Essential Records**

5.1

**Continuity Devolution Plans and Delegation of Authority Files.**

Disposition Authority Number      **DAA-0580-2014-0001-0019**

**These files are related to emergency staffing assignments that are necessary in order to meet operational responsibilities in the event of a national security emergency or crisis. The files include the following: Records that establish and**

promulgate the line of succession to key positions in the absence of existing leadership, enabling an orderly and predefined transition of leadership within the organization for an individual to act on behalf of and exercise the powers of a principal in the event of that principal's death, incapacity, or resignation. Records that establish delegations of authority, specifying who has the right to make key decisions during a continuity situation. These records consist of predetermined delegations of authority, which take effect when normal channels of direction and control are disrupted and lapse when those channels are reestablished.

Final Disposition Permanent

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

**Disposition Instruction**

Cutoff Instruction Cutoff at the end of the Presidential administration.

Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after cutoff

**Additional Information**

First year of records accumulation 2009

What will be the date span of the initial transfer of records to the National Archives? From 2009 To 2017

How frequently will your agency transfer these records to the National Archives? Unknown  
Unknown

## 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
09/25/2014	Certify	Brooke Dorner	Attorney-Advisor	Council on Environmental Quality - Council on Environmental Quality
03/02/2015	Return for Revision	Andrea Shahmohammadi	Appraisal Archivist	National Archives and Records Administration - Electronic and Special Media Records Services Divi
04/06/2016	Submit For Certification	Brooke Dorner	Attorney-Advisor	Council on Environmental Quality - Council on Environmental Quality
04/19/2016	Certify	Brooke Dorner	Attorney-Advisor	Council on Environmental Quality - Council on Environmental Quality
01/31/2017	Submit for Concurrence	Lisa Clavelli	Supervisor, ACNR Appraisal Team 2	National Archives and Records Administration - Records Management Services
02/02/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
02/02/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
02/03/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist