

Request for Records Disposition Authority

Records Schedule Number **DAA-0581-2016-0002**

Schedule Status **Approved**

Agency or Establishment **Office of National Drug Control Policy**

Record Group / Scheduling Group **Records of the Office of National Drug Control Policy**

Records Schedule applies to **Agency-wide**

Schedule Subject **Email of the Obama Administration**

Internal agency concurrences will be provided **No**

Background Information **A component of the Executive Office of the President, ONDCP was created by the Anti-Drug Abuse Act of 1988. ONDCP advises the President on drug-control issues, coordinates drug-control activities and related funding across the Federal government, and produces the annual National Drug Control Strategy, which outlines Administration efforts to reduce illicit drug use, manufacturing and trafficking, drug-related crime and violence, and drug-related health consequences.**

The principal purpose of the Office of National Drug Control Policy (ONDCP) is to establish policies, priorities, and objectives for the Nation's drug control program, with the overall goal of significantly reducing the production, availability, and use of illegal drugs both here at home and abroad.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0581-2016-0002

Sequence Number

1

Email of the Obama Administration

Disposition Authority Number: DAA-0581-2016-0002-0001

Records Schedule Items

Sequence Number	
1	<p data-bbox="349 385 852 414">Email of the Obama Administration</p> <p data-bbox="349 442 1166 472">Disposition Authority Number DAA-0581-2016-0002-0001</p> <p data-bbox="349 500 1421 570">This item includes all email messages, attachments, and transmission data associated with all accounts (staff and program).</p> <p data-bbox="349 591 933 621">Final Disposition Permanent</p> <p data-bbox="349 649 868 678">Item Status Active</p> <p data-bbox="349 706 820 736">Is this item media neutral? No</p> <p data-bbox="349 763 1128 793">Explanation of limitation Solely electronic records.</p> <p data-bbox="349 821 820 936">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="349 963 673 993">Disposition Instruction</p> <p data-bbox="349 1021 1323 1051">Cutoff Instruction Cut off at the end of the Administration</p> <p data-bbox="349 1078 1518 1149">Transfer to the National Archives for Accessioning Transfer to the National Archives after the end of the Administration.</p> <p data-bbox="349 1191 673 1221">Additional Information</p> <p data-bbox="349 1249 852 1278">First year of records accumulation 2009</p> <p data-bbox="349 1306 852 1336">End year of records accumulation 2017</p> <p data-bbox="349 1364 1063 1457">What will be the date span of the initial transfer of records to the National Archives? From 2009 To 2017</p> <p data-bbox="349 1485 1339 1555">How frequently will your agency transfer these records to the National Archives? Unknown These records will be transferred 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
11/22/2016	Certify	Martha Gagne	Deputy Associate Director, OMA	ONDCP - ONDCP
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