

Request for Records Disposition Authority

Records Schedule Number **DAA-0581-2021-0001**
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 **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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	1	0	0

GAO Approval

Outline of Records Schedule Items for DAA-0581-2021-0001

Sequence Number

1	Trump Administration Political Appointee Work Folders (CLOSED) Disposition Authority Number: DAA-0581-2021-0001-0001
---	---

Records Schedule Items

Sequence Number	
1	<p data-bbox="345 380 1279 411">Trump Administration Political Appointee Work Folders (CLOSED)</p> <p data-bbox="345 432 1149 464">Disposition Authority Number DAA-0581-2021-0001-0001</p> <p data-bbox="345 485 1523 936">Records of political appointees located in “work folders” that are related to their official duties and actions in the Federal Records Act (FRA) agency components of the Trump Executive Office of the President (EOP). “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 in OMB are limited to: the individuals in positions that are required to be appointed by the President and confirmed by the Senate; individuals in positions that are required to be appointed by the President; non-career SES employees; employees in Schedule C of the excepted service; and any advisors, experts, consultants, or detailees whose service is subject to change with the Presidential transition. Positions filled by the standard competitive process and career excepted positions are NOT included.</p> <p data-bbox="345 957 922 989">Final Disposition Permanent</p> <p data-bbox="345 1010 849 1041">Item Status Active</p> <p data-bbox="345 1062 816 1094">Is this item media neutral? Yes</p> <p data-bbox="345 1115 805 1251">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="345 1283 659 1314">Disposition Instruction</p> <p data-bbox="345 1335 1304 1367">Cutoff Instruction Cutoff at the end of the administration.</p> <p data-bbox="345 1388 1466 1461">Transfer to the National Archives for Accessioning Transfer to the National Archives at the end of the administration.</p> <p data-bbox="345 1503 654 1535">Additional Information</p> <p data-bbox="345 1556 833 1587">First year of records accumulation 2017</p> <p data-bbox="345 1608 1044 1713">What will be the date span of the initial transfer of records to the National Archives? From 2017 To 2021</p> <p data-bbox="345 1734 1206 1822">How frequently will your agency transfer these records to the National Archives? Unknown This will be a one time transfer.</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	Martha Gagne	Assistant Director, OMA	ONDCP - ONDCP
02/25/2021	Submit for Concurrency	Andrea Shahmohammadi	Appraisal Archivist	National Archives and Records Administration - Records Management Office
03/03/2021	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
03/03/2021	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
03/03/2021	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist