

## Request for Records Disposition Authority

Records Schedule Number      DAA-0064-2009-0002  
Schedule Status                Modified Approved Version

Agency or Establishment      National Archives and Records Administration  
Record Group / Scheduling Group   Records of the National Archives and Records Administration  
Records Schedule applies to    Major Subdivision  
Major Subdivision              Office of Presidential Libraries (NL)  
Schedule Subject                Presidential Electronic Records Library (PERL)  
Internal agency concurrences will be provided    No

Background Information      NARA archivists at the Ronald Reagan, George H. W. Bush, and William J. Clinton Libraries have access to their respective Presidential administrations' datasets. NARA's Presidential Materials Staff, which provides technical assistance to White House Staff and officials of former administrations, has access to PERL datasets across the three libraries.

### Item Count

| Number of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |
|-----------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| 1                                 | 0                                     | 1                                     | 0                                     |

GAO Approval

## Outline of Records Schedule Items for DAA-0064-2009-0002

| Sequence Number |   |
|-----------------|---|
| 1               | Presidential Electronic Records Library (PERL)                                    |
| 1.1             | "Review Status" Metadata<br>Disposition Authority Number: DAA-0064-2009-0002-0001 |

## Records Schedule Items

| Sequence Number |  |
|-----------------|--|
| 1               | <p><b>Presidential Electronic Records Library (PERL)</b><br/>This system contains archival, historical records of the Ronald Reagan, George H. W. Bush, and William J. Clinton Presidential administrations. These archival records are in NARA legal and physical custody as per the provisions of the Presidential Records Act (PRA) (44 U.S.C. §2203[f][1]). PERL contains distinct datasets; the bulk of the records are from the Clinton administration. The purposes of PERL are to allow for search and retrieval of these historical records for archival processing, access requests, and reference. PERL itself consists of an unclassified system and a separate classified version (Top Secret and above). The following schedule item applies to the unclassified version.</p>  |
| 1.1             | <p><b>"Review Status" Metadata</b></p> <p>Disposition Authority Number      <b>DAA-0064-2009-0002-0001</b></p> <p>Electronic information relating to reviews of single records in a PERL dataset that are conducted: (1) in response to PRA and Freedom of Information Act (FOIA) requests; and (2) for systematic processing projects. PERL metadata also contain status and history of release determinations for previously-reviewed records.</p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                                <b>Active</b></p> <p>Is this item media neutral?            <b>No</b></p> <p>Explanation of limitation              <b>Applies only to data born and maintained digitally.</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><b>Disposition Instruction</b></p> <p>If this item has multiple sections, indicate here records to which this section apply                      <b>Electronic Records</b></p> <p>Retention Period                         <b>Retain metadata for a minimum of 6 years after creation. Then delete when no longer needed for administrative, legal, audit, or other operational purposes.</b></p> <p><b>Additional Information</b></p> |

GAO Approval

Not Required

## 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   |
|------------|---------|-----------------|----------------------|--|
| 09/12/2009 | Certify | Susan Sullivan  | NARA Records Officer | NH - NHR   |
| 01/26/2010 | Submit  | Jerome Nashorn  | Supervisor           | Modern Records Program (NWM) - Life Cycle Mgt (NWML) |
| 01/26/2010 | Approve | Laurence Brewer | Director, NWML       | Modern Records Programs - Life Cycle Management Div. |
| 01/28/2010 | Approve | Paul Wester     | Director             | NARA - NARA  |
| 01/28/2010 | Approve | Paul Wester     | Director             | NARA - NARA  |