

### Request for Records Disposition Authority

Records Schedule Number DAA-0220-2014-0011

Schedule Status Returned Without Action

Agency or Establishment Recovery Accountability and Transparency Board

Record Group / Scheduling Group Records of Temporary Committees, Commissions, and Boards

Records Schedule applies to Agency-wide

Schedule Subject Email Records

Internal agency concurrences will be provided No

Background Information Electronic copies of records that are created on electronic mail and word processing systems.

#### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

## Outline of Records Schedule Items for DAA-0220-2014-0011

Sequence Number
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1
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Email and Word Processing Records

Disposition Authority Number: DAA-0220-2014-0011-0001

## Records Schedule Items

Sequence Number	
1	<p data-bbox="394 433 915 470"><b>Email and Word Processing Records</b></p> <p data-bbox="394 485 1192 521">Disposition Authority Number      DAA-0220-2014-0011-0001</p> <p data-bbox="394 539 1520 722">Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate recordkeeping copy of the records covered by this item. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.</p> <p data-bbox="394 743 966 780">Final Disposition                      Temporary</p> <p data-bbox="394 797 966 834">Item Status                              Withdrawn</p> <p data-bbox="394 851 865 888">Is this item media neutral?          Yes</p> <p data-bbox="394 905 865 1024">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="394 1056 714 1093"><b>Disposition Instruction</b></p> <p data-bbox="394 1110 1302 1146">Cutoff Instruction                      Cutoff files at the end of fiscal year.</p> <p data-bbox="394 1164 1547 1692">Retention Period                      a. Copies that have no further administrative value after the recordkeeping copies are made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other directories on hard disk or network drives, and copies on shared network drives that are used only to produce the record keeping copy. Disposition: TEMPORARY. Destroy/Delete within 180 days after the recordkeeping copy has been produced. b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. Disposition: TEMPORARY. Destroy/delete when dissemination, revision or updating is completed.</p> <p data-bbox="394 1724 714 1761"><b>Additional Information</b></p> <p data-bbox="394 1778 999 1815">GAO Approval                            Not Required</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
04/01/2014	Certify	Veda Woods	CISO Deputy CIO	Recovery Accountability and Transparency Board - Information Assurance Office
08/06/2014	Return Without Action	Lauren Crisler	Appraiser	National Archives and Records Administration - Records Management Services