

Request for Records Disposition Authority

Records Schedule Number: DAA-0220-2015-0001
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: General Administration Records
Internal agency concurrences will be provided: No

Background Information: This records disposition authority request covers the records of the Recovery Accountability and Transparency Board (RATB), General Administration records.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	12

GAO Approval

Returned Without Action

Outline of Records Schedule Items for DAA-0220-2015-0001

Sequence Number	
1	Policies, Procedures, and Management Records Disposition Authority Number: DAA-0220-2015-0001-0001
2	Organizational Records Disposition Authority Number: DAA-0220-2015-0001-0002
3	Significant Correspondence Disposition Authority Number: DAA-0220-2015-0001-0003
4	Department Publications Disposition Authority Number: DAA-0220-2015-0001-0004
5	Statutorily Required Reports to Congress Disposition Authority Number: DAA-0220-2015-0001-0005
6	Board Meetings Disposition Authority Number: DAA-0220-2015-0001-0006
7	Calendars, Schedules, and Logs of Daily Activities of Chair and Board Members Disposition Authority Number: DAA-0220-2015-0001-0007
8	General Correspondence Files Disposition Authority Number: DAA-0220-2015-0001-0008
9	Electronic Mail and Word Processing Records Disposition Authority Number: DAA-0220-2015-0001-0009
10	Significant Legal Advice Disposition Authority Number: DAA-0220-2015-0001-0010
11	Other Legal Advice Disposition Authority Number: DAA-0220-2015-0001-0011
12	Working files and similar materials Disposition Authority Number: DAA-0220-2015-0001-0012

Returned Without Action

Hardcopy or Analog Special Media		
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2

Organizational Records

Disposition Authority Number DAA-0220-2015-0001-0002

Consists of organizational charts, reorganization studies, functional charts, staff studies, reports of working groups, and related records which document the Board's organization and functions. a. Record copy.

Final Disposition Permanent

Item Status Withdrawn

Is this non-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 Cut off files at end of fiscal year. Records are filed alphabetically by office.

Transfer to the National Archives for Accessioning Transfer to the National Archives immediately after termination of the Board.

Additional Information

What will be the date span of the initial transfer of records to the National Archives? From 2009 To 2015

How frequently will your agency transfer these records to the National Archives? Unknown
Transfer to the National Archives upon termination of the Board.

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	85 GB	
Paper		
Microform		

Returned Without Action

Hardcopy or Analog Special Media		
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3

Significant Correspondence

Disposition Authority Number DAA-0220-2015-0001-0003

Significant and controlled signed correspondence that documents major program activities or was processed under special handling control procedures because of its importance or turnaround time requirements. Records include, but are not limited to: incoming correspondence, signed responses, enclosures, and related indices for individuals, agencies, and groups, including Congress and the White House. As these records may be maintained in different media formats, this schedule is written to authorize the disposition of the records in any media (media neutral). Records that are designated for permanent retention are created and maintained electronically will be transferred to National Archives in an approved electronic format. Record Copy.

Final Disposition Permanent

Item Status Withdrawn

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 Cut off files at the end of the fiscal year.

Transfer to the National Archives for Accessioning Transfer to the National Archives immediately after termination of the Board.

Additional Information

What will be the date span of the initial transfer of records to the National Archives? From 2009 To 2015

How frequently will your agency transfer these records to the National Archives? Unknown
Transfer to the National Archives upon termination of the Board.

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	85 GB	
Paper		

Retained Without Action

Microform		
Hardcopy or Analog Special Media		

4

Department Publications

Disposition Authority Number DAA-0220-2015-0001-0004

All booklets, pamphlets, brochures, newsletters, magazines, and all other types of publications created by the Board.

Final Disposition Permanent

Item Status Withdrawn

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 files at end of fiscal year.

Transfer to the National Archives for Accessioning Transfer to the National Archives immediately after termination of the Board.

Additional Information

What will be the date span of the initial transfer of records to the National Archives? From 2009 To 2015

How frequently will your agency transfer these records to the National Archives? Unknown
Transfer to the National Archives upon termination of the Board.

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	50 Cubic feet	
Microform		

Returned Without Action

Hardcopy or Analog Special Media		
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5

Statutorily Required Reports to Congress

Disposition Authority Number **DAA-0220-2015-0001-0005**

Record copy of the Report. Pertains to the Board's statutorily required reports to Congress and related working files prepared by the Board and submitted to Congress.

Final Disposition **Permanent**

Item Status **Withdrawn**

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 **Cut off upon transmission to Congress.**

Transfer to the National Archives for Accessioning **Transfer 2 copies of each report to National Archives upon termination of the Board.**

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 2009 To 2015**

How frequently will your agency transfer these records to the National Archives? **Unknown
Transfer 2 copies of each report to National Archives upon termination of the Board.**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	85 GB	
Paper		
Microform		

Returned Without Action

Hardcopy or Analog Special Media		
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6

Board Meetings

Disposition Authority Number DAA-0220-2015-0001-0006

Records include, but are not limited to, minutes, transcripts, briefing materials, and other records documenting substantive actions of the Board's committees, and subcommittees. a. Final copy.

Final Disposition Permanent

Item Status Withdrawn

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 Cut off files at the end of the fiscal year.

Transfer to the National Archives for Accessioning Transfer to the National Archives immediately after termination of the Board.

Additional Information

What will be the date span of the initial transfer of records to the National Archives? From 2009 To 2015

How frequently will your agency transfer these records to the National Archives? Unknown
Transfer to the National Archives upon termination of the Board.

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	85 GB	
Paper		
Microform		

Returned Without Action

Hardcopy or Analog Special Media		
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7

Calendars, Schedules, and Logs of Daily Activities of Chair and Board Members

Disposition Authority Number DAA-0220-2015-0001-0007

Records include, but are not limited to, calendars, appointment books, schedules, logs, diaries, handwritten notes and other records documenting substantive meetings, appointments, telephone calls, trips, visits, and other substantive activities of the Chair and Board Members while serving in an official capacity. As these records may be maintained in different media formats, this schedule is written to authorize the disposition of the records in any media (media neutral). Records that are designated for permanent retention and are created and maintained electronically will be transferred to National Archives in an approved electronic format. a. Record Copy Maintained for the Chair and other Board Members.

Final Disposition Permanent

Item Status Withdrawn

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 Cut off at the end of the fiscal year.

Transfer to the National Archives for Accessioning Transfer to the National Archives immediately after termination of the Board.

Additional Information

What will be the date span of the initial transfer of records to the National Archives? From 2009 To 2015

How frequently will your agency transfer these records to the National Archives? Unknown
Transfer to the National Archives upon termination of the Board.

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	85 GB	
Paper		

Required Without Action

Microform		
Hardcopy or Analog Special Media		

8

General Correspondence Files

Disposition Authority Number DAA-0220-2015-0001-0008

Records include, but are not limited to, routine incoming and outgoing correspondence and memoranda with enclosures relating to routine activities of the office, such as work accomplishments and personnel needs. As these records may be maintained in different media formats, this schedule is written to authorize the disposition of the records in any media (media neutral). Record copy.

Final Disposition Temporary

Item Status Withdrawn

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 Cut off files annually.

Retention Period Destroy immediately after termination of the Board.

Additional Information

GAO Approval Not Required

9

Electronic Mail and Word Processing Records

Disposition Authority Number DAA-0220-2015-0001-0009

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. 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.

Final Disposition Temporary

Item Status	Withdrawn
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	Destroy within 180 days after the recordkeeping copy has been produced.
Retention Period	Destroy within 180 days after the recordkeeping copy has been produced. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. Destroy when dissemination, revision, or updating is complete.
Additional Information	
GAO Approval	Not Required
Significant Legal Advice	
Disposition Authority Number	DAA-0220-2015-0001-0010
<p>Memoranda or correspondence containing precedential and significant legal advice to Board officials on the interpretation of existing laws and regulations, or the effects of proposed laws and regulations governing the Board's primary missions. As these records may be maintained in different media formats, this schedule is written to authorize the disposition of the records in any media (media neutral). Records that are designated for permanent retention and are created and maintained electronically will be transferred to National Archives in an approved electronic format.</p>	
Final Disposition	Permanent
Item Status	Withdrawn
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	Cut off at the end of fiscal year.
Transfer to the National Archives for Accessioning	Transfer to the National Archives immediately after termination of the Board.

Returned Without Action

10

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 2009 To 2010**

How frequently will your agency transfer these records to the National Archives? **Unknown
Transfer to National Archives upon termination of the Board.**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	85 GB	
Paper		
Microform		
Hardcopy or Analog Special Media		

11

Other Legal Advice

Disposition Authority Number **DAA-0220-2015-0001-0011**

Memoranda or correspondence containing non-precedential or non-significant legal advice to Board officials. This includes but is not necessarily limited to advice that is related to routine application of settled legal standards to common factual situations. a. Record Copy.

Final Disposition **Temporary**

Item Status **Withdrawn**

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 **. Cut off files annually.**

Retention Period **Destroy immediately after termination of the Board.**

Additional Information

GAO Approval **Not Required**

Returned Without Action

12

Working files and similar materials

Disposition Authority Number DAA-0220-2015-0001-0012

Records pertaining to the working files and similar materials which include, but are not limited to: 1. Policies, Procedures, and Management Records 1. Organizational Records 3. Statutorily Required Reports to Congress 4. Board Meetings 5. Calendars, Schedules, and Logs of Daily Activities of Chair and Board Members (Routine materials) 6. Significant Legal Advice

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

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

Disposition Instruction

Cutoff Instruction Destroy when no longer needed.

Retention Period Destroy when no longer needed

Additional Information

GAO Approval Not Required

Returned Without Action

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
02/14/2015	Certify	Veda Woods	CISO Deputy CIO.	Recovery Accountability and Transparency Board - Information Assurance Office
05/05/2015	Returned Without Action	Lauren Crisler	Appraiser	National Archives and Records Administration - Records Management Services

Returned Without Action