

Request for Records Disposition Authority

Records Schedule Number DAA-0220-2020-0017
Schedule Status Approved

Agency or Establishment Western Hemisphere Drug Policy Commission
Record Group / Scheduling Group Records of Temporary Committees, Commissions, and Boards
Records Schedule applies to Agency-wide
Schedule Subject Records for the Western Hemisphere Drug Policy Commission
Internal agency concurrences will be provided No

Background Information The Western Hemisphere Drug Policy Commission (WHDC) is an independent, bipartisan entity created by Congress with a two-fold mission: 1) evaluate a wide range of US counter-narcotics policies in the Americas and, 2) propose specific, actionable recommendations to enable US agencies to both reduce the availability of illicit drugs and minimize the damage associated with drug trafficking.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
5	3	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0220-2020-0017

Sequence Number	
1	Commission Report Disposition Authority Number: DAA-0220-2020-0017-0001
2	Significant Commission Files Disposition Authority Number: DAA-0220-2020-0017-0002
3	Executive Director Files Disposition Authority Number: DAA-0220-2020-0017-0003
4	Working papers Disposition Authority Number: DAA-0220-2020-0017-0004
5	Email Disposition Authority Number: DAA-0220-2020-0017-0005

Records Schedule Items

Sequence Number																	
1	<p>Commission Report</p> <p>Disposition Authority Number DAA-0220-2020-0017-0001</p> <p>Final report and recommendations submitted to Congress and the White House and significant drafts of the report.</p> <p>Final Disposition Permanent</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>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>Disposition Instruction</p> <p>Cutoff Instruction Cutoff at termination of the commission</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives immediately after termination of the commission</p> <p>Additional Information</p> <p>What will be the date span of the initial transfer of records to the National Archives? From 2019 To 2021</p> <p>How frequently will your agency transfer these records to the National Archives? Unknown One time transfer</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;"></th> <th style="width: 25%;">Estimated Current Volume</th> <th style="width: 25%;">Annual Accumulation</th> </tr> </thead> <tbody> <tr> <td>Electronic/Digital</td> <td style="text-align: center;">100 MB</td> <td></td> </tr> <tr> <td>Paper</td> <td></td> <td></td> </tr> <tr> <td>Microform</td> <td></td> <td></td> </tr> <tr> <td>Hardcopy or Analog Special Media</td> <td></td> <td></td> </tr> </tbody> </table>			Estimated Current Volume	Annual Accumulation	Electronic/Digital	100 MB		Paper			Microform			Hardcopy or Analog Special Media		
	Estimated Current Volume	Annual Accumulation															
Electronic/Digital	100 MB																
Paper																	
Microform																	
Hardcopy or Analog Special Media																	

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Significant Commission Files

Disposition Authority Number **DAA-0220-2020-0017-0002**

Meeting materials, including agendas, transcripts, and research memos prepared and presented by staff at commission meetings. Workshop materials including transcripts, presentations, notes, participant lists, and recordings. Drafted findings of commission. Research and policy papers compiled to prepare report and drafted findings. Commission establishment records.

Final Disposition **Permanent**

Item Status **Active**

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? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

Disposition Instruction

Cutoff Instruction **Cutoff at termination of the commission**

Transfer to the National Archives for Accessioning **Transfer to the National Archives immediately after termination of the commission**

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 2019 To 2021**

How frequently will your agency transfer these records to the National Archives? **Unknown
One time transfer**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	500 MB	
Paper		
Microform		

Hardcopy or Analog Special Media		
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Executive Director Files

Disposition Authority Number **DAA-0220-2020-0017-0003**

Correspondence of the executive director documenting substantive deliberations and policy decisions. Significant drafts of final report. Research compiled to draft the findings of the commission.

Final Disposition **Permanent**

Item Status **Active**

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 at termination of the commission**

Transfer to the National Archives for Accessioning **Transfer to the National Archives immediately after termination of the commission**

Additional Information

First year of records accumulation **2019**

End year of records accumulation **2021**

What will be the date span of the initial transfer of records to the National Archives? **From 2019 To 2021**

How frequently will your agency transfer these records to the National Archives? **Unknown one time transfer**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	5 GB	
Paper		
Microform		

Hardcopy or Analog Special Media		
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Working papers

Disposition Authority Number **DAA-0220-2020-0017-0004**

Logistical materials related to event planning, staff drafts of the final report which do not include significant changes and were not shared with the commission, research materials unrelated to the final findings of the commission,

Final Disposition **Temporary**

Item Status **Active**

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? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

Disposition Instruction

Cutoff Instruction **Cutoff at termination of the commission**

Retention Period **Destroy immediately after termination of the commission**

Additional Information

GAO Approval **Not Required**

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Email

Disposition Authority Number **DAA-0220-2020-0017-0005**

Routine emails of commission staff (other than executive director) and commissioners related to logistics and administrative matters.

Final Disposition **Temporary**

Item Status **Active**

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 at termination of the commission
Retention Period	Destroy immediately after termination of the commission
Additional Information	
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
12/07/2020	Return to Submitter	Marci Bayer	Archivist Specialist	National Archives and Records Administration - ACR2, Appraisal Team 2
12/08/2020	Certify	Marci Bayer	Archivist Specialist	National Archives and Records Administration - ACR2, Appraisal Team 2
02/03/2021	Submit for Concurrence	Andrea Shahmohammadi	Appraisal Archivist	National Archives and Records Administration - Records Management Office
02/08/2021	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
02/09/2021	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
02/10/2021	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist