

# INACTIVE – ALL ITEMS SUPERSEDED

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: **DAA-0220-2020-0017**

## Request for Records Disposition Authority

Records Schedule Number      DAA-0220-2020-0017

Schedule Status      Modified Approved Version

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of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

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Records Schedule: **DAA-0220-2020-0017**

## 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

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Records Schedule: DAA-0220-2020-0017

## Records Schedule Items

Sequence Number													
1	<p><b>Commission Report</b></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      Inactive</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>Inactive Status Explanation      Records were transferred to NARA. Accession Number NN3-220-21-010</p> <p><b>Disposition Instruction</b></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><b>Additional Information</b></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><thead><tr><th></th><th>Estimated Current Volume</th><th>Annual Accumulation</th></tr></thead><tbody><tr><td>Electronic/Digital</td><td>100 MB</td><td></td></tr><tr><td>Paper</td><td></td><td></td></tr><tr><td>Microform</td><td></td><td></td></tr></tbody></table>		Estimated Current Volume	Annual Accumulation	Electronic/Digital	100 MB		Paper			Microform		
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2

Hardcopy or Analog Special  
Media

## 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      Inactive

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

Inactive Status Explanation      Records were transferred to NARA. Accession  
Number NN3-220-21-012

## 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		

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3

Microform		
Hardcopy or Analog Special Media		

## 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      Inactive

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

Inactive Status Explanation      Records were transferred to NARA. Accession Number NN3-220-21-011

## 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	

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Paper		
Microform		
Hardcopy or Analog Special Media		

4

## 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      Inactive

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

Inactive Status Explanation      The records are presumed destroyed. The Commission terminated on January 30, 2021, in accordance with Public Law 114-323

## 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

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Item Status	Inactive
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
Inactive Status Explanation	The records are presumed destroyed. The Commission terminated on January 30, 2021, in accordance with Public Law 114-323
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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## 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

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