

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>U1-220-11-2</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>6/1/11</i>	
1 FROM (Agency or establishment) Recovery Accountability and Transparency Board		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U S C 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION			
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Veda Sims	5 TELEPHONE NUMBER 202-254-7900	DATE <i>20 Nov 13</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
6 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 on the attached _____ page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE <i>6/1/2011</i>	SIGNATURE OF AGENCY REPRESENTATIVE Veda Sims <i>Veda Sims</i>		TITLE Records Manager/ Chief Information Security Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	This records disposition authority request covers the records of the Recovery Accountability and Transparency Board (RATB) – 1000 series, General Administration records		

Recovery Accountability and Transparency Board, 1000 General Administration

1 Manuals

Correspondence and material pertaining to Departmental Manual, RATB Directives Management Program, and regulations

Disposition **PERMANENET**. Cut off files at end of fiscal year Transfer to the National Archives on termination of the Commission

2 Organization Records

Files documenting the Commission's establishment, membership, policy, organization, deliberations, findings, and recommendations, including such records as original charter, renewal and amended charters, organization charts, functional statements, directives or memorandums to staff concerning their responsibilities, and other materials that document the organization and functions of the Commission and its components

Disposition **PERMANENET**. Cut off files at end of fiscal year Transfer to the National Archives on termination of the Commission

3 Executive Records

Correspondence, subject and other files maintained by key commission staff, such as the chair, executive director, and legal counsel, documenting the functions of the commission

Disposition **PERMANENET**. Cut off files at end of fiscal year Transfer to the National Archives on termination of the Commission

4 Delegations and Authorizations

Correspondence concerning authorizations and delegations of authority, administrative authorities, signature authority, and law enforcement authority

a High level official and/or permanent delegation of authority

Disposition **PERMANENET**. Cut off files at end of fiscal year Transfer to the National Archives on termination of the Commission

b Interim, lower level, and/or temporary delegation of authority

Disposition **TEMPORARY**. Cut off at end of fiscal year Delete/destroy upon termination of the commission

5 Public Relations

Reports, studies, pamphlets, posters (2 copies) and other publications produced by or for the commission as well as news releases, commissioners' speeches, formal photographs and other significant public affairs files

Disposition **PERMANENET**. Cut off files at end of fiscal year Transfer to the National Archives on termination of the Commission

6 Briefings and Staff Actions

a Agendas, briefing books, minutes, testimony, and transcripts of meetings and hearings as well as audiotapes and/or videotapes of meetings and hearings which were not fully transcribed

Disposition **PERMANENT**. Cut off files at end of fiscal year Transfer to the National Archives on termination of the Commission

b All other briefings, including staff level and/or non-mission critical

Disposition **TEMPORARY**. Cut off at end of fiscal year. Delete/destroy upon termination of the commission

7 External Relations

Correspondence and material pertaining to RATB forums, committees, meetings, etc

Disposition **PERMANENT**. Cut off files at end of fiscal year Transfer to the National Archives on termination of the Commission

8 Congressional Relations

a Correspondence concerning Congressional inquiries, Congressional liaison, and general Congressional correspondence

Disposition **PERMANENT**. Cut off files at end of fiscal year Transfer to the National Archives on termination of the Commission

b Correspondence and materials pertaining to the review of existing and proposed legislation relating to RATB programs and operations

Disposition **TEMPORARY**. Cut off at end of fiscal year Delete/destroy upon termination of the commission

9 RATB Semiannual Report Includes the official copy of the report, working papers, backup material, and related correspondence

a Final copy

Disposition **PERMANENT**. Cut off files at end of fiscal year Transfer to the National Archives on termination of the Commission

b Working papers, drafts, and related correspondence

Disposition **TEMPORARY**. Cut off at end of fiscal year Delete/destroy upon termination of the commission

10 Committee Records

Documentation of committees, subcommittees, working groups, or other subgroups of advisory committees, that support their reports and recommendations to the full or parent committee This

documentation may include, but is not limited to minutes, transcripts, reports, correspondence, briefing materials, and other related records

Disposition **PERMANENT**. Cut off files at end of fiscal year. Transfer to the National Archives on termination of the Commission

11 Office Administration Records

Correspondence and material related to administrative subject files, facilitative records such as suspense files, tracking and control records, calendars, and indexes, and transitory documents

Disposition **TEMPORARY**. Cut off at end of fiscal year Delete/destroy upon termination of the commission

12 Routine Staff Records

Files that relate to day-to-day Commission activities and/or do not contain unique information of historical value, including such records as correspondence, reference and working files of Commission staff [excluding files covered by Item 3], public mail, requests for information, consultant personnel files, and records relating to logistical aspects of Commission meetings and hearings

Disposition **TEMPORARY**. Cut off at end of fiscal year Delete/destroy upon termination of the commission