

Request for Records Disposition Authority

Records Schedule Number DAA-0266-2017-0008
Schedule Status Approved

Agency or Establishment Securities and Exchange Commission
Record Group / Scheduling Group Records of the Securities and Exchange Commission
Records Schedule applies to Agency-wide
Schedule Subject Internal Employee Newsletters
Internal agency concurrences will be provided No

Background Information

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

Outline of Records Schedule Items for DAA-0266-2017-0008

Sequence Number

1

Internal Employee Newsletters

Disposition Authority Number: DAA-0266-2017-0008-0001

Records Schedule Items

Sequence Number	
1	<p data-bbox="370 421 786 449">Internal Employee Newsletters</p> <p data-bbox="370 474 1143 502">Disposition Authority Number DAA-0266-2017-0008-0001</p> <p data-bbox="370 527 1487 740">Record copies of internal newsletters published by SEC Divisions and Offices for either SEC-wide or Division/Office-level use. The newsletters include, but are not limited to, information on staff awards, retirements, employee activities, community service, appointments to posts, employee and union events, and regional or local news. Examples include, but are not limited to, The Scoop, SEC Employee News, and The Exchange.</p> <p data-bbox="370 761 919 789">Final Disposition Temporary</p> <p data-bbox="370 815 854 842">Item Status Active</p> <p data-bbox="370 868 824 895">Is this item media neutral? Yes</p> <p data-bbox="370 921 824 1038">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p data-bbox="370 1059 824 1151">Do any of the records covered by this item exist as structured electronic data? Yes</p> <p data-bbox="370 1187 672 1215">Disposition Instruction</p> <p data-bbox="370 1240 1292 1268">Cutoff Instruction Cut off at the end of the calendar year.</p> <p data-bbox="370 1293 1162 1321">Retention Period Destroy 3 year(s) after cutoff</p> <p data-bbox="370 1368 672 1395">Additional Information</p> <p data-bbox="370 1421 951 1449">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
04/03/2017	Certify	Curt Francisco	Records Officer	Office of Support - Office of Records Management Services
07/06/2017	Submit for Concurrency	Andrea Riley	Supervisor, General Records Schedule Team	National Archives and Records Administration - Records Management Services
07/11/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
07/11/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
07/13/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist