

Request for Records Disposition Authority

Records Schedule Number DAA-0339-2018-0002
Schedule Status Approved

Agency or Establishment Federal Election Commission
Record Group / Scheduling Group Records of the Federal Election Commission
Records Schedule applies to Major Subdivision
Major Subdivision Information Division
Schedule Subject Federal Election Commission Invitation Records
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0339-2018-0002

Sequence Number

1

Invitations

Disposition Authority Number: DAA-0339-2018-0002-0001

Records Schedule Items

Sequence Number	
1	<p data-bbox="365 410 516 438">Invitations</p> <p data-bbox="365 463 1154 491">Disposition Authority Number DAA-0339-2018-0002-0001</p> <p data-bbox="365 517 1484 661">These records relate to requests for FEC Commissioners and staff members to speak to external groups. Files include but are not limited to: invitation, circulation memoranda, copy of vote certifications, correspondence, approval audience demographics, funding information, and other supporting documentation.</p> <p data-bbox="365 683 927 710">Final Disposition Temporary</p> <p data-bbox="365 736 862 763">Item Status Active</p> <p data-bbox="365 789 834 817">Is this item media neutral? Yes</p> <p data-bbox="365 842 821 959">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 data-bbox="365 995 680 1023">Disposition Instruction</p> <p data-bbox="365 1055 1289 1083">Cutoff Instruction Cutoff at the end of the calendar year</p> <p data-bbox="365 1108 1187 1136">Retention Period Destroy 10 year(s) after cutoff</p> <p data-bbox="365 1176 678 1204">Additional Information</p> <p data-bbox="365 1236 964 1264">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
11/22/2017	Certify	Dayna Brown	Commission Secretary and Records Officer	N/A - N/A
02/20/2018	Return for Revision	Andrea Shahmohammadi	Appraisal Archivist	National Archives and Records Administration - Records Management Office
02/20/2018	Submit For Certification	Dayna Brown	Commission Secretary and Records Officer	N/A - N/A
02/20/2018	Certify	Dayna Brown	Commission Secretary and Records Officer	N/A - N/A
02/22/2018	Submit for Concurrence	Andrea Shahmohammadi	Appraisal Archivist	National Archives and Records Administration - Records Management Office
02/23/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
02/23/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
02/26/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist