

Request for Records Disposition Authority

Records Schedule Number **DAA-0339-2018-0003**

Schedule Status **Approved**

Agency or Establishment **Federal Election Commission**

Record Group / Scheduling Group **Records of the Federal Election Commission**

Records Schedule applies to **Department-wide**

Schedule Subject **Alternative Dispute Resolution Case Files**

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of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

Outline of Records Schedule Items for DAA-0339-2018-0003

Sequence Number

1	Alternative Dispute Resolution Case Files Disposition Authority Number: DAA-0339-2018-0003-0001
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Records Schedule Items

Sequence Number		
1	<p>Alternative Dispute Resolution Case Files</p> <p>Disposition Authority Number DAA-0339-2018-0003-0001</p> <p>Records relating to closed Alternative Dispute Resolution matters, including those dismissed, those resolved with a negotiated settlement, and those in which the Commission did not approve a recommendation. This material includes correspondence, memoranda, and other documents available on the FEC's Enforcement Query System. This includes documents and retrieval aids, such as indexes. The records are maintained in a numbered series.</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>GRS or Superseded Authority Citation N1-339-03-2/ 1/a</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off annually by fiscal year in which a case is closed</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after cutoff</p> <p>Additional Information</p> <p>What will be the date span of the initial transfer of records to the National Archives? From 2000 To 2015</p> <p>How frequently will your agency transfer these records to the National Archives? Every 1 Years</p>	
	Estimated Current Volume	Annual Accumulation
Electronic/Digital	75 GB	500 MB
Paper		

Microform		
Hardcopy or Analog Special Media		

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
01/24/2018	Certify	Dayna Brown	Commission Secretary and Records Officer	N/A - N/A
06/22/2018	Return for Revision	Andrea Shahmohammadi	Appraisal Archivist	National Archives and Records Administration - Records Management Office
06/22/2018	Submit For Certification	Dayna Brown	Commission Secretary and Records Officer	N/A - N/A
06/22/2018	Certify	Dayna Brown	Commission Secretary and Records Officer	N/A - N/A
05/17/2022	Submit for Concurrence	Andrea Shahmohammadi	Appraisal Archivist	National Archives and Records Administration - Records Management Office
06/02/2022	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/02/2022	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
06/08/2022	Approve	Debra Wall	Deputy Archivist	National Archives and Records Administration - ND Archives I Office