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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0478-2016-0001

Request for Records Disposition Authority

Records Schedule Number DAA-0478-2016-0001
Schedule Status Returned Without Action

Agency or Establishment Office of Personnel Management
Record Group / Scheduling Group Records of the Office of Personnel Management
Records Schedule applies to Major Subdivision
Major Subdivision Office of Communications
Schedule Subject Records Schedule for the Office of Communications
Internal agency concurrences will be provided No

Background Information Records Schedule for the Office of Communications

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	7

GAO Approval

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Outline of Records Schedule Items for DAA-0478-2016-0001

Sequence Number	
1	Office of Communications Program Files Disposition Authority Number: DAA-0478-2016-0001-0001
2	Speeches, Press Releases, and other Official Communications Disposition Authority Number: DAA-0478-2016-0001-0002
3	Agency-Level Communications Project Files
3.1	Special Media, Associated Transcripts, and Associated Usage Permissions Disposition Authority Number: DAA-0478-2016-0001-0003
3.2	All Other Media Disposition Authority Number: DAA-0478-2016-0001-0004
4	Program-Level Communications Project Files Disposition Authority Number: DAA-0478-2016-0001-0005
5	Content Components Disposition Authority Number: DAA-0478-2016-0001-0006
6	Routine Notices Disposition Authority Number: DAA-0478-2016-0001-0007

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Records Schedule Items

Sequence Number	
1	<p data-bbox="367 427 919 459">Office of Communications Program Files</p> <p data-bbox="367 480 1136 512">Disposition Authority Number DAA-0478-2016-0001-0001</p> <p data-bbox="367 534 1474 715">These files contain the records relating to the activities of the Office of Communications, including the activities of the office Director and Deputy Director, in directing and carrying out the policies, program functions and responsibilities of the office. These records include: plans and strategic plans; policies and procedures; meeting and briefing materials; and program reviews.</p> <p data-bbox="367 736 919 768">Final Disposition Permanent</p> <p data-bbox="367 789 919 821">Item Status Withdrawn</p> <p data-bbox="367 842 821 874">Is this item media neutral? Yes</p> <p data-bbox="367 895 821 1012">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="367 1044 670 1076">Disposition Instruction</p> <p data-bbox="367 1098 1276 1129">Cutoff Instruction Cut off when superseded or obsolete.</p> <p data-bbox="367 1151 1425 1225">Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after cutoff</p> <p data-bbox="367 1257 670 1289">Additional Information</p> <p data-bbox="367 1310 898 1395">What will be the date span of the initial transfer of records to the National Archives? Unknown asdf</p> <p data-bbox="367 1417 898 1513">How frequently will your agency transfer these records to the National Archives? Unknown asdf</p>
2	<p data-bbox="367 1598 1219 1630">Speeches, Press Releases, and other Official Communications</p> <p data-bbox="367 1651 1146 1683">Disposition Authority Number DAA-0478-2016-0001-0002</p> <p data-bbox="367 1704 1474 1921">These files consist of the official communications of the agency to both internal and external audiences in support of the agency's mission and responsibilities, including the records documenting the activities and work products of the Speech Writer and Press Secretary. These records include: speeches and statements; Questions and Answers (Q&As); senior staff biographies; reports; press and news releases; responses to media inquiries; talking points; advisory releases;</p>

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briefing memos; fact sheets; emails, web content, and blog posts developed for the Director or on behalf of the agency, informing internal and external audiences of agency activities; and substantive drafts and versions of the above.

Final Disposition Permanent

Item Status Withdrawn

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

Disposition Instruction

Cutoff Instruction Cut off at end of the OPM Director's tenure

Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after cutoff

Additional Information

What will be the date span of the initial transfer of records to the National Archives? Unknown
asdf

How frequently will your agency transfer these records to the National Archives? Unknown
asdf

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Agency-Level Communications Project Files

These files document communications projects and collateral products developed for agency-wide and external audiences in support of the agency's mission and responsibilities, including those products developed for the Office of the Director. These records include: videos, such as informational webcasts, livestreams and Town Hall recordings, as well as transcripts of the video recordings; official photographs; graphics, branding and product designs; posters; brochures and pamphlets; presentation materials; toolkits; research documentation, such as rollout plans, and usage permissions including all stock image, stock footage or stock audio licensing agreements.

3.1

Special Media, Associated Transcripts, and Associated Usage Permissions

Disposition Authority Number DAA-0478-2016-0001-0003

Final Disposition Permanent

Item Status Withdrawn

Is this item media neutral? Yes

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	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?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cut off at end of Director's tenure.
	Transfer to the National Archives for Accessioning	Transfer to the National Archives 7 year(s) after cutoff
	Additional Information	
	What will be the date span of the initial transfer of records to the National Archives?	Unknown asdf
	How frequently will your agency transfer these records to the National Archives?	Unknown asdf
3.2	All Other Media	
	Disposition Authority Number	DAA-0478-2016-0001-0004
	Final Disposition	Permanent
	Item Status	Withdrawn
	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?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cut off at end of Director's tenure.
	Transfer to the National Archives for Accessioning	Transfer to the National Archives 15 year(s) after cutoff
	Additional Information	

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What will be the date span of the initial transfer of records to the National Archives? Unknown
asdf

How frequently will your agency transfer these records to the National Archives? Unknown
asdf

Program-Level Communications Project Files

Disposition Authority Number DAA-0478-2016-0001-0005

These files document communications projects and collateral products developed upon request from a program office or other internal organization in support of their mission and responsibilities. These records include videos, such as informational webcasts, livestreams and Town Hall recordings, as well as transcripts of the video recordings; official photographs; graphics, branding and product designs; posters; brochures and pamphlets; presentation materials; toolkits; research documentation, such as rollout plans, and usage permissions including all stock image, stock footage or stock audio licensing agreements.

Final Disposition Temporary

Item Status Withdrawn

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? Yes

Disposition Instruction

Cutoff Instruction Cut off at the end of the fiscal year.

Retention Period Destroy 5 years after cutoff or when no longer needed for business use, whichever is later.

Additional Information

GAO Approval Not Required

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Content Components

Disposition Authority Number DAA-0478-2016-0001-0006

These files comprise the various raw components, such as video recordings, photographs, graphics and other visual assets, that may be used by the Office of Communications in the development of future projects and products.

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	Final Disposition	Temporary
	Item Status	Withdrawn
	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?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cut off when no longer needed for business purposes.
	Retention Period	Destroy immediately after cutoff
	Additional Information	
	GAO Approval	Not Required
6	Routine Notices	
	Disposition Authority Number	DAA-0478-2016-0001-0007
	These files consist of internal communications designed to disseminate information of immediate, but not lasting, value to agency employees. These records include references to articles from media sources, employee notices, and other notifications of a similarly informative nature.	
	Final Disposition	Temporary
	Item Status	Withdrawn
	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?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cut off upon dissemination.
	Retention Period	Destroy immediately upon cutoff or when no longer needed for business, whichever is later.
	Additional Information	

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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
08/09/2016	Certify	Alicia Hoefke	Agency Records Officer	Chief Information Officer - Records Management
09/01/2017	Return for Revision	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
06/07/2019	Submit For Certification	Bethany Letalien	Management Analyst	Office of the Chief Information Officer - Information Management Division
06/07/2019	Certify	Bethany Letalien	Management Analyst	Office of the Chief Information Officer - Information Management Division
06/10/2019	Return Without Action	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services

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