

Request for Records Disposition Authority

Records Schedule Number **DAA-0585-2013-0001**
Schedule Status **Approved**

Agency or Establishment **United States Election Assistance Commission**
Record Group / Scheduling Group **Records of the United States Election Assistance Commission**
Records Schedule applies to **Agency-wide**
Schedule Subject **Records of the Commissioners/Executive Records**
Internal agency concurrences will be provided **No**

Background Information **By statute there are four EAC Presidentially Appointed and Senate Confirmed (PAS) Commissioners. Their primary function is to determine agency policy regarding election administration from a bi-partisan point of view. In the absence of Commissioners the Executive Director leads the agency. Absent both Commissioners and the Executive Director the General Counsel and then the next highest ranking senior agency official assumes responsibility for managing the agency. This schedule applies to records created by anyone assuming chief agency leadership responsibilities.**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
5	5	0	0

GAO Approval

Outline of Records Schedule Items for DAA-0585-2013-0001

Sequence Number	
1	Official Meeting Records Disposition Authority Number: DAA-0585-2013-0001-0001
2	Briefing Materials Disposition Authority Number: DAA-0585-2013-0001-0002
3	Commissioners Biographical Material Disposition Authority Number: DAA-0585-2013-0001-0003
4	Clearing House Submissions Disposition Authority Number: DAA-0585-2013-0001-0004
5	Commissioners Subject Files Disposition Authority Number: DAA-0585-2013-0001-0005

Records Schedule Items

Sequence Number

1

Official Meeting Records

Disposition Authority Number **DAA-0585-2013-0001-0001**

Official set of records pertaining to both public and executive Commissioner meetings and/or votes taken through an internal circulation process for Commissioner. Includes agendas, minutes, transcripts, statements, and presentation materials.

Final Disposition **Permanent**

Item Status **Active**

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 the end of the calendar year in which the meeting was held or vote was taken.**

Transfer Electronic Records to the National Archives for Pre-Accessioning **Transfer electronic records to the National Archives for pre-accessioning 5 year(s) after cutoff**

Transfer to the National Archives for Accessioning **Transfer paper records to NARA in 5 year blocks when most recent are 15 years old. Transfer legal custody of electronic records to NARA 15 years after cutoff.**

Additional Information

First year of records accumulation **2004**

What will be the date span of the initial transfer of records to the National Archives? **From 2004 To 2019**

How frequently will your agency transfer these records to the National Archives? **Every 15 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		

Paper	10 Cubic feet	2 Cubic feet
Microform		
Hardcopy or Analog Special Media		

2

Briefing Materials

Disposition Authority Number **DAA-0585-2013-0001-0002**

Briefing materials sent to the Commissioners, regarding official meetings/ interactions with local government election officials and/or other agencies; or briefing materials to facilitate input into EAC program areas. Including official agency public meetings and hearings.

Final Disposition **Permanent**

Item Status **Active**

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 the end of the calendar year in which the meeting was held.**

Transfer Electronic Records to the National Archives for Pre-Accessioning **Transfer electronic records to the National Archives for pre-accessioning 5 year(s) after cutoff**

Transfer to the National Archives for Accessioning **Transfer paper records to NARA in 5 year blocks when most recent are 15 years old. Transfer legal custody of electronic records to NARA 15 years after cutoff.**

Additional Information

First year of records accumulation **2004**

What will be the date span of the initial transfer of records to the National Archives? **From 2004 To 2019**

How frequently will your agency transfer these records to the National Archives? **Every 15 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	15 Cubic feet	3 Cubic feet
Microform		
Hardcopy or Analog Special Media		

3

Commissioners Biographical Material

Disposition Authority Number **DAA-0585-2013-0001-0003**

Final version of the Commissioners biographies, a cummulation of all versions at the time Commissioner leaves service at EAC.

Final Disposition **Permanent**

Item Status **Active**

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 **Cutoff when Commissioners leaves office.**

Transfer Electronic Records to the National Archives for Pre-Accessioning **Transfer electronic records to the National Archives for pre-accessioning 5 year(s) after cutoff**

Transfer to the National Archives for Accessioning **Transfer paper records to NARA in 5 year blocks when most recent are 15 years old. Transfer legal custody of electronic records to NARA 15 years after cutoff.**

Additional Information

First year of records accumulation **2004**

What will be the date span of the initial transfer of records to the National Archives? **From 2004 To 2019**

How frequently will your agency transfer these records to the National Archives? **Every 15 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	1 Cubic feet	.1 Cubic feet
Microform		
Hardcopy or Analog Special Media		

4

Clearing House Submissions

Disposition Authority Number **DAA-0585-2013-0001-0004**

Mandated by the HAVA, a forum for election officials to collaborate and share best practices. Includes documents submitted for consideration such as voting system reports to be uploaded onto the EAC Clearinghouse forum regarding election practices which are distributed to Commissioners.

Final Disposition **Permanent**

Item Status **Active**

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 **Cutoff at the end of the calendar year in which submission was made.**

Transfer Electronic Records to the National Archives for Pre-Accessioning **Transfer electronic records to the National Archives for pre-accessioning 5 year(s) after cutoff**

Transfer to the National Archives for Accessioning **Transfer paper records to NARA in 5 year blocks when most recent are 15 years old. Transfer legal custody of electronic records to NARA 15 years after cutoff.**

Additional Information

First year of records accumulation **2004**
 What will be the date span of the initial transfer of records to the National Archives? **From 2004 To 2019**
 How frequently will your agency transfer these records to the National Archives? **Every 15 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	3 Cubic feet	.5 Cubic feet
Microform		
Hardcopy or Analog Special Media		

5

Commissioners Subject Files

Disposition Authority Number **DAA-0585-2013-0001-0005**

Official subject files of the Commissioners, including a variety of subjects related to EAC operations; individual Commissioner set of meeting materials (with notations and edits); drafts of briefing materials, reports, public-facing products; earlier records are more mixed, including correspondence, and similar administrative records related to Commissioner's Presidential Appointments. Includes records essentially not covered elsewhere on this schedule or the General Records Schedule (GRS), but pertaining to the official duties of the Commissioner.

Final Disposition **Permanent**

Item Status **Active**

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 the end of the calendar year in which the document was generated.**

Transfer Electronic Records to the National Archives for Pre-Accessioning **Transfer electronic records to the National Archives for pre-accessioning 5 year(s) after cutoff**

Transfer to the National Archives for Accessioning

Transfer paper records to NARA in 5 year blocks when most recent are 15 years old. Transfer legal custody of electronic records to NARA 15 years after cutoff.

Additional Information

First year of records accumulation **2004**

What will be the date span of the initial transfer of records to the National Archives? **From 2004 To 2019**

How frequently will your agency transfer these records to the National Archives? **Every 15 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	60 Cubic feet	10 Cubic feet
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
03/29/2013	Return to Submitter	Mary Bradfield	Agency Records Manager	EAC Agency Wide - EAC Agency Wide
08/21/2013	Certify	Shirley Hines	Legal Assistant	NA - NA
01/23/2014	Return for Revision	Darryl Byrd	Appraisal Archivist	National Archives and Records Administration - Records Management Services
02/07/2014	Submit For Certification	Shirley Hines	Legal Assistant	NA - NA
02/07/2014	Certify	Shirley Hines	Legal Assistant	NA - NA
02/12/2014	Submit for Concurrence	Darryl Byrd	Appraisal Archivist	National Archives and Records Administration - Records Management Services
02/24/2014	Concur.	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
02/24/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
02/25/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist