

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0047-2012-0005

Status: APPROVED
Date Approved: 01/16/2015

General Information

Agency or Establishment	Social Security Administration
Record/Scheduling Group	0047 - Records of the Social Security Administration
Records Schedule Applies To	Agency Subdivision
Major Subdivision	Office of Legislation and Congressional Affairs
Schedule Subject	Social Security Administration Office of Legislation and Congressional Affairs Files
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	Predate requirement

National Archives and Records Administration
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Item Count

Total number of disposition items: 15

Number of Temporary disposition items: 10

Number of Permanent disposition items: 5

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 14

National Archives and Records Administration
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Outline of Records Schedule Items for DAA-0047-2012-0005

Item #	Title	Disposition
0001	Office of Legislation and Congressional Affairs Records : Program Staff Correspondence Files	Temporary
0002	Office of Legislation and Congressional Affairs Records : Correspondence, Casework, and Member Visit Control Logs	Temporary
0003	Office of Legislation and Congressional Affairs Records : Legislative Referral Memoranda (LRM)	Temporary
0004	Office of Legislation and Congressional Affairs Records : Program Analysis (PA) Files (or Equivalent)	Temporary
0005	Office of Legislation and Congressional Affairs Records : Staff Working Files	Temporary
0006	Office of Legislation and Congressional Affairs Records : Legislative Language Files - Legislative Packages Approved by Agency Head	Permanent
0007	Office of Legislation and Congressional Affairs Records : Legislative Language Files - Legislative Proposals Pending Approval by Agency Head	Temporary
0008	Office of Legislation and Congressional Affairs Records : Descriptions of Legislation - Legislative Bulletins	Permanent
0009	Office of Legislation and Congressional Affairs Records : Descriptions of Legislation - Files relating to Social Security bills in Congress	Temporary
0010	Office of Legislation and Congressional Affairs Records : Description of Legislation - Files relating to Social Security proposals under consideration by Congress but not introduced, including any analyses, cost estimates, and technical comments.	Temporary
0011	Office of Legislation and Congressional Affairs Records : Descriptions of Legislation - Historical collections relating to Social Security bills passed by Congress and enacted into law.	Permanent
0012	Office of Legislation and Congressional Affairs Records : Testimony	Permanent
0013	Office of Legislation and Congressional Affairs Records : Hearings Preparation Materials (including background books)	Temporary

National Archives and Records Administration
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0014	Office of Legislation and Congressional Affairs Records : Transcripts	Temporary
0015	Office of Legislation and Congressional Affairs Records : Questions for the Record	Permanent

National Archives and Records Administration
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Records Schedule Items

Group Description	This schedule provides authoritative instructions for the disposition or retention and legal transfer to NARA, of agency information located in the Office of Legislation and Congressional Affairs (OLCA), regardless of media. It grants authority for the disposition or permanent retention and legal transfer of existing and future OLCA records.	
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Group Title	Office of Legislation and Congressional Affairs Records	
Group Description	This schedule provides authoritative instructions for the disposition or retention and legal transfer to NARA, of agency information located in the Office of Legislation and Congressional Affairs (OLCA), regardless of media. It grants authority for the disposition or permanent retention and legal transfer of existing and future OLCA records.	
DAA-0047-2012-0005-0001 STATUS: Active		
ITEM GENERAL INFORMATION		
Item Title	Program Staff Correspondence Files	
Item Description	Records of outgoing correspondence and associated background material (copies of incoming material, comments, drafts, etc.)	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
NC-047-76-009/A.1	No	
NC-047-76-009/A.2	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: End of the calendar year	
Retention Period	Other: Review files annually and destroy material that does not have continuing relevance. Retain for a maximum of 30 years after cutoff.	
ADDITIONAL INFORMATION		

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0047-2012-0005

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Are any of the records covered by this item national security classified?	
GAO Approval Required	No
Group Description	This schedule provides authoritative instructions for the disposition or retention and legal transfer to NARA, of agency information located in the Office of Legislation and Congressional Affairs (OLCA), regardless of media. It grants authority for the disposition or permanent retention and legal transfer of existing and future OLCA records.
DAA-0047-2012-0005-0002 STATUS: INACTIVE - NOT FOR USE	
ITEM GENERAL INFORMATION	
Item Title	Correspondence, Casework, and Member Visit Control Logs
Item Description	Logs reflecting the assignment and disposition of incoming controlled correspondence and casework. Logs also may reflect date and time of visits of SSA staff to offices of Members of Congress and/or congressional staff.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
Superseded Items	
Superseded Item	Item Superseded Explanation in Part?
NC-047-76-009/B	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
DO NOT USE. superseded by DAA-0047-2023-0001-0003 on 07/15/2026.	
Final Disposition	Temporary
Cutoff Instructions	Other: End of the fiscal year
Retention Period	Other: Retain for a maximum of two years after cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

National Archives and Records Administration
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DAA-0047-2012-0005-0003 STATUS: INACTIVE - NOT FOR USE	
ITEM GENERAL INFORMATION	
Item Title	Legislative Referral Memoranda (LRM)
Item Description	Agency responses to OMB requests for agency views in accordance with OMB Circular A-19. LRMs originate from the Office of Management and Budget (OMB) and are used to coordinate the interagency review and clearance of material prior to its submission to Congress.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
DO NOT USE. superseded by DAA-0047-2023-0001-0003 on 07/15/2026.	
Final Disposition	Temporary
Cutoff Instructions	Other: End of the calendar year
Retention Period	Other: Review files annually and destroy material that does not have continuing relevance. Retain for a maximum of 30 years after cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No
Group Description	This schedule provides authoritative instructions for the disposition or retention and legal transfer to NARA, of agency information located in the Office of Legislation and Congressional Affairs (OLCA), regardless of media. It grants authority for the disposition or permanent retention and legal transfer of existing and future OLCA records.

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0047-2012-0005

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DAA-0047-2012-0005-0004		STATUS: INACTIVE - NOT FOR USE	
ITEM GENERAL INFORMATION			
Item Title	Program Analysis (PA) Files (or Equivalent)		
Item Description	Files covering the ongoing review and analysis of the effectiveness of present Social Security programs and in planning ways and means for improving those programs. The files are retained by subject matter category and include copies of memorandums and bill reports, position papers, fact sheets, studies, plans, proposals and comments. The files also include Congressional Member information and documentation on Social Security positions and program-related data.		
Is this item media neutral?	Yes		
Is this item a Big Bucket?			
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS			
Does this item supersede existing disposition authorities?	Yes		
	Superseded Items		
Superseded Item	Item Superseded in Part?	Explanation	
NC-047-76-009/C	No		
NC-047-76-009/I.2	No		
NC-047-76-009/J	No		
Is this item a deviation from the GRS?	No		
DISPOSITION INSTRUCTION			
DO NOT USE. superseded by DAA-0047-2023-0001-0003 on 07/15/2026.			
Final Disposition	Temporary		
Cutoff Instructions	Other: End of the calendar year		
Retention Period	Other: Review files annually and destroy material that does not have continuing relevance. Retain for a maximum of 30 years after cutoff.		
ADDITIONAL INFORMATION			
Are any of the records covered by this item national security classified?			
GAO Approval Required	No		

National Archives and Records Administration
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DAA-0047-2012-0005-0005		STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION		
Item Title	Staff Working Files	
Item Description	Records considered non-essential working documents or protocols that support the work of the office, and maintained primarily for staff members' reference.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
NC-047-76-009/D	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
DO NOT USE. superseded by DAA-0047-2023-0001-0003 on 07/15/2026.		
Final Disposition	Temporary	
Cutoff Instructions	Other: End of the calendar year	
Retention Period	Other: Review files annually and destroy material that does not have continuing relevance. Retain for a maximum of 30 years after cutoff.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	

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National Archives and Records Administration
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DAA-0047-2012-0005-0007 STATUS: INACTIVE - NOT FOR USE	
ITEM GENERAL INFORMATION	
Item Title	Legislative Language Files - Legislative Proposals Pending Approval by Agency Head
Item Description	Proposals and related material for changes in Social Security laws as developed by the agency in accordance with OMB Circular A-19. Documents may contain proposed legislative language, supporting statements, alternative proposals and other information. Clearance comments are also included in these files.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
DO NOT USE. superseded by DAA-0047-2023-0001-0003 on 07/15/2026.	
Final Disposition	Temporary
Cutoff Instructions	Other: End of the fiscal year
Retention Period	Other: Review files annually and destroy material that does not have continuing relevance. Retain for a maximum of 30 years after cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

National Archives and Records Administration
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DAA-0047-2012-0005-0008 STATUS: INACTIVE - NOT FOR USE	
ITEM GENERAL INFORMATION	
Item Title	Descriptions of Legislation - Legislative Bulletins
Item Description	Summaries of legislation affecting Social Security programs that have received some action in Congress. Development of bulletins is subject to the significance of the legislation to Social Security programs and/or legislative action taken by Congress.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
DO NOT USE. superseded by DAA-0047-2023-0001-0001 on 07/15/2026.	
Final Disposition	Permanent
Cutoff Instructions	Other: End of the even calendar year
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 30 year(s) after cutoff
ADDITIONAL INFORMATION	
Frequency of transfer	30
Are any of the records covered by this item subject to a FOIA exemption?	
Group Description	This schedule provides authoritative instructions for the disposition or retention and legal transfer to NARA, of agency information located in the Office of Legislation and Congressional Affairs (OLCA), regardless of media. It grants authority for the disposition or permanent retention and legal transfer of existing and future OLCA records.

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0047-2012-0005

Status: APPROVED
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DAA-0047-2012-0005-0009		STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION		
Item Title	Descriptions of Legislation - Files relating to Social Security bills in Congress	
Item Description	Description of bills introduced, moving, or passed in Congress pertaining to Social Security or related programs. Materials may include associated background material such as analyses, cost estimates, and technical comments.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
NC-047-76-009/G/2	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
DO NOT USE. superseded by DAA-0047-2023-0001-0003 on 07/15/2026.		
Final Disposition	Temporary	
Cutoff Instructions	Other: End of the even calendar year	
Retention Period	Other: Review files biennially and destroy material that does not have continuing relevance. Retain for a maximum of 30 years after cutoff.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	
Group Description	This schedule provides authoritative instructions for the disposition or retention and legal transfer to NARA, of agency information located in the Office of Legislation and Congressional Affairs (OLCA), regardless of media. It grants authority for the disposition or permanent retention and legal transfer of existing and future OLCA records.	
DAA-0047-2012-0005-0010		STATUS: INACTIVE - NOT FOR USE

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0047-2012-0005

Status: APPROVED
Date Approved: 01/16/2015

ITEM GENERAL INFORMATION		
Item Title	Description of Legislation - Files relating to Social Security proposals under consideration by Congress but not introduced, including any analyses, cost estimates, and technical comments.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
NC-047-76-009/G/2	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
DO NOT USE. superseded by DAA-0047-2023-0001-0003 on 07/15/2026.		
Final Disposition	Temporary	
Cutoff Instructions	Other: End of the calendar year	
Retention Period	Other: Review files annually and destroy material that does not have continuing relevance. Retain for a maximum of 30 years after cutoff.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	
Group Description	This schedule provides authoritative instructions for the disposition or retention and legal transfer to NARA, of agency information located in the Office of Legislation and Congressional Affairs (OLCA), regardless of media. It grants authority for the disposition or permanent retention and legal transfer of existing and future OLCA records.	
DAA-0047-2012-0005-0011		STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION		
Item Title	Descriptions of Legislation - Historical collections relating to Social Security bills passed by Congress and enacted into law.	

National Archives and Records Administration
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Item Description	Collections that document the developments of significant legislation enacted into law pertaining to Social Security or related programs. Files include associated background material such as earlier versions of legislation, hearing reports, Congressional statements, and legislative bulletins. Documents may be stored electronically or bound into hardcover books.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
NC-047-76-009/G/1	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
DO NOT USE. superseded by DAA-0047-2023-0001-0001 on 07/15/2026.		
Final Disposition	Permanent	
Cutoff Instructions	Other: End of the even calendar year	
Are there multiple instructions for this item?	No	
Transfer Instruction	Transfer to the National Archives 30 year(s) after cut-off	
ADDITIONAL INFORMATION		
Frequency of transfer	30	
Are any of the records covered by this item subject to a FOIA exemption?		
Group Description	This schedule provides authoritative instructions for the disposition or retention and legal transfer to NARA, of agency information located in the Office of Legislation and Congressional Affairs (OLCA), regardless of media. It grants authority for the disposition or permanent retention and legal transfer of existing and future OLCA records.	
DAA-0047-2012-0005-0012	STATUS: INACTIVE - NOT FOR USE	
ITEM GENERAL INFORMATION		
Item Title	Testimony	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0047-2012-0005

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Item Description	Formal statements by Agency officials called to testify before Congressional hearings. Statements are submitted to the Congressional committee as part of the hearing record and address bills or issues relating to Social Security programs.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
DO NOT USE. superseded by DAA-0047-2023-0001-0001 on 07/15/2026.	
Final Disposition	Permanent
Cutoff Instructions	Other: End of the calendar year
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 30 year(s) after cut-off.
ADDITIONAL INFORMATION	
Frequency of transfer	30
Are any of the records covered by this item subject to a FOIA exemption?	
Group Description	This schedule provides authoritative instructions for the disposition or retention and legal transfer to NARA, of agency information located in the Office of Legislation and Congressional Affairs (OLCA), regardless of media. It grants authority for the disposition or permanent retention and legal transfer of existing and future OLCA records.
DAA-0047-2012-0005-0013	STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION	
Item Title	Hearings Preparation Materials (including background books)

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0047-2012-0005

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Item Description	Copies of draft testimony, oral statements, and related materials pertaining to hearings before Congressional committees in which an SSA witness testifies on bills or issues relating to Social Security programs. Materials are prepared for use by SSA officials testifying and answering questions before Congressional committees. The materials include background and statistics on the legislation or issue, an analysis of the implications on Social Security programs, and background and program-related information on Members of the relevant Congressional Committees. Final versions of the background books generally contain the version of testimony submitted to Congress for the hearing.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
NC-047-76-009/F	No	
NC-047-76-009/K	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
DO NOT USE. superseded by DAA-0047-2023-0001-0003 on 07/15/2026.		
Final Disposition	Temporary	
Cutoff Instructions	Other: End of the calendar year	
Retention Period	Other: Review files annually and destroy material that does not have continuing relevance. Retain for a maximum of 30 years after cutoff.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	

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DAA-0047-2012-0005-0014		STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION		
Item Title	Transcripts	
Item Description	Record-keeping versions of transcripts and related materials pertaining to hearings before Congressional committees in which an SSA witness testified on bills or issues relating to Social Security programs. We would consider the hearing transcript of a Congressional Committee, and transcript edits that we provide upon request, as record-keeping versions.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
NC-047-76-009/I/1	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
DO NOT USE. superseded by DAA-0047-2023-0001-0003 on 07/15/2026.		
Final Disposition	Temporary	
Cutoff Instructions	Other: End of the calendar year	
Retention Period	Other: Review files annually and destroy material that does not have continuing relevance. Retain for a maximum of 30 years after cutoff.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	

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Signatory Information

Action	User	Date
Approve	David Ferriero	01/16/2015