

Request for Records Disposition Authority

Records Schedule Number DAA-0378-2014-0004

Schedule Status Approved

Agency or Establishment Economic Development Administration

Record Group / Scheduling Group Records of the Economic Development Administration

Records Schedule applies to Major Subdivision

Major Subdivision Office of External Affairs

Minor Subdivision Public Affairs Division

Schedule Subject Records of the Public Affairs Division

Internal agency concurrences will be provided No

Background Information The Public Affairs Division (PAD) carries out and/or coordinates all EDA public affairs activities, including press releases, media events, and public appearances of the Assistant Secretary. PAD interacts with the public on behalf of EDA and develops and communicates EDA's vision, mission, and goals, including speech material for the Assistant Secretary. It is responsible for the form, appearance, and content of all materials and information provided to EDA stakeholders, partners, customers, and the general public. PAD additionally coordinates all EDA internal communication.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
11	2	9	0

GAO Approval

Outline of Records Schedule Items for DAA-0378-2014-0004

Sequence Number	
1	Speeches of the Assistant Secretary Disposition Authority Number: DAA-0378-2014-0004-0001
2	Speeches of other Bureau Officials Disposition Authority Number: DAA-0378-2014-0004-0002
3	Press Releases Disposition Authority Number: DAA-0378-2014-0004-0003
4	Social media posts Disposition Authority Number: DAA-0378-2014-0004-0004
5	Media Advisories Disposition Authority Number: DAA-0378-2014-0004-0005
6	Blog Posts Disposition Authority Number: DAA-0378-2014-0004-0006
7	Press Releases Releases announcing Federal Funding Opportunities, initiatives, and changes in regulations Disposition Authority Number: DAA-0378-2014-0004-0007
8	In-house communications Disposition Authority Number: DAA-0378-2014-0004-0008
9	External Newsletters and Publications Disposition Authority Number: DAA-0378-2014-0004-0009
10	Photographs Disposition Authority Number: DAA-0378-2014-0004-0010
11	Non-Mission Related Photographs Disposition Authority Number: DAA-0378-2014-0004-0011

Records Schedule Items

Sequence Number		
1	<p>Speeches of the Assistant Secretary</p> <p>Disposition Authority Number DAA-0378-2014-0004-0001</p> <p>Speeches prepared for and delivered by the Assistant Secretary of Commerce for Economic Development</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 NC1-378-79-2 Items 185</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off at the end of an Assistant Secretary's appointment</p> <p>Transfer to Inactive Storage Transfer to FRC the speeches of an Assistant Secretary 1 year after cut off</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after cut off</p> <p>Additional Information</p> <p>First year of records accumulation 2000</p> <p>What will be the date span of the initial transfer of records to the National Archives? From 2000 To 2008</p> <p>How frequently will your agency transfer these records to the National Archives? Unknown To be determined by the time in office of the Assistant Secretary.</p>	
	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	1 Cubic feet	.5 Cubic feet

Microform		
Hardcopy or Analog Special Media		

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Speeches of other Bureau Officials

Disposition Authority Number **DAA-0378-2014-0004-0002**

The prepared speeches of Deputy Assistant Secretaries, Directors and other EDA officials who speak on behalf of the Bureau.

Final Disposition **Temporary**

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**

GRS or Superseded Authority Citation **NC1-378-79-2 Item 186**

Disposition Instruction

Cutoff Instruction **Cut off files at the end of the calendar year**

Retention Period **Destroy 5 year(s) after cut off**

Additional Information

GAO Approval **Not Required**

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Press Releases

Disposition Authority Number **DAA-0378-2014-0004-0003**

Grant press releases prepared to coincide with the release of grant announcements by Legislative Affairs

Final Disposition **Temporary**

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**

4	GRS or Superseded Authority Citation	NC1-378-79-2 item 184
	Disposition Instruction	
	Cutoff Instruction	Cut of files at the end of the calendar year
	Retention Period	Destroy 5 year(s) after cut off
	Additional Information	
	GAO Approval	Not Required
	Social media posts	
	Disposition Authority Number	DAA-0378-2014-0004-0004
	Social media posts used to amplify press releases, events, and blog posts.	
	Final Disposition	Temporary
	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
	5	Disposition Instruction
Cutoff Instruction		Cut off files at the end of the calendar year
Retention Period		Destroy 3 year(s) after cut off
Additional Information		
GAO Approval		Not Required
Media Advisories		
Disposition Authority Number		DAA-0378-2014-0004-0005
Media advisories to specific media markets alerting them to the Assistant Secretary or other principal's activities		
Final Disposition		Temporary
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
GRS or Superseded Authority Citation		NC1-378-79-2 item 184

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Disposition Instruction

Cutoff Instruction Cut off at the end of the calendar year

Retention Period Destroy 3 year(s) after cut off

Additional Information

GAO Approval Not Required

Blog Posts

Disposition Authority Number DAA-0378-2014-0004-0006

Blog posts developed to highlight events, initiatives, and accomplishments

Final Disposition Temporary

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

Retention Period Destroy 5 year(s) after cut off

Additional Information

GAO Approval Not Required

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Press Releases Releases announcing Federal Funding Opportunities, initiatives, and changes in regulations

Disposition Authority Number DAA-0378-2014-0004-0007

Press Releases announcing grant opportunities, changes in regulations and other actions taken by EDA regarding how it conducts its grant programs.

Final Disposition Temporary

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

GRS or Superseded Authority Citation NC1-378-79-2 item 184

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Disposition Instruction

Cutoff Instruction **Cut off at the end of the calendar year**

Retention Period **Destroy 10 year(s) after cut off**

Additional Information

GAO Approval **Not Required**

In-house communications

Disposition Authority Number **DAA-0378-2014-0004-0008**

Internal newsletters, emails sent to all EDA employees, and prepared internal messages for dissemination by Assistant Secretary/Deputy Assistant Secretary of a routine or information nature.

Final Disposition **Temporary**

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**

GRS or Superseded Authority Citation **NC1-378-79-2 item 187**

Disposition Instruction

Cutoff Instruction **Cut off files at the end of the calendar year**

Retention Period **Destroy 3 year(s) after cut off**

Additional Information

GAO Approval **Not Required**

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External Newsletters and Publications

Disposition Authority Number **DAA-0378-2014-0004-0009**

Newsletters and other publications detailing programs, grant opportunities, success stories, advances in economic development and other relevant items.

Final Disposition **Temporary**

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**

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Disposition Instruction

Cutoff Instruction **Cut off files at the end calendar year**

Retention Period **Destroy 10 year(s) after cut off**

Additional Information

GAO Approval **Not Required**

Photographs

Disposition Authority Number **DAA-0378-2014-0004-0010**

Photographs taken of EDA projects or at at EDA events or seminars.

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **No**

Explanation of limitation **Items are all electronic/digital.**

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? **No**

GRS or Superseded Authority Citation **NC1-378-79-2 Item 195**

Disposition Instruction

Cutoff Instruction **Cutoff off files at the end of the administration, or 4 years, whichever is shorter**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 1 year(s) after cut off**

Additional Information

First year of records accumulation **2003**

What will be the date span of the initial transfer of records to the National Archives? **From 2003 To 2008**

How frequently will your agency transfer these records to the National Archives? **Every 4 Years**

	Estimated Current Volume	Annual Accumulation
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Electronic/Digital	50 GB	10 GB
Paper		
Microform		
Hardcopy or Analog Special Media		

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Non-Mission Related Photographs

Disposition Authority Number **DAA-0378-2014-0004-0011**

Photographs not related to EDA's mission.

Final Disposition **Temporary**

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 files at the end of the calendar year**

Retention Period **Destroy 4 year(s) after cutoff**

Additional Information

GAO Approval **Not Required**

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
11/05/2013	Certify	Malinda Matson	Congressional Affairs Specialist	Economic Development Administration - Legislative Affairs
11/21/2013	Return for Revision	John Hulmston	Senior Records Analyst	National Archives and Records Administration - Records Management Services
11/21/2013	Submit For Certification	Malinda Matson	Congressional Affairs Specialist	Economic Development Administration - Legislative Affairs
11/21/2013	Certify	Malinda Matson	Congressional Affairs Specialist	Economic Development Administration - Legislative Affairs
03/19/2014	Return for Revision	John Hulmston	Senior Records Analyst	National Archives and Records Administration - Records Management Services
03/19/2014	Submit For Certification	Malinda Matson	Congressional Affairs Specialist	Economic Development Administration - Legislative Affairs
03/19/2014	Certify	Malinda Matson	Congressional Affairs Specialist	Economic Development Administration - Legislative Affairs
03/20/2014	Return for Revision	John Hulmston	Senior Records Analyst	National Archives and Records Administration - Records Management Services
03/21/2014	Submit For Certification	Malinda Matson	Congressional Affairs Specialist	Economic Development Administration - Legislative Affairs
03/21/2014	Certify	Malinda Matson	Congressional Affairs Specialist	Economic Development Administration - Legislative Affairs

03/26/2014	Return for Revision	John Hulmston	Senior Records Analyst	National Archives and Records Administration - Records Management Services
03/27/2014	Submit For Certification	Malinda Matson	Congressional Affairs Specialist	Economic Development Administration - Legislative Affairs
03/27/2014	Certify	Malinda Matson	Congressional Affairs Specialist	Economic Development Administration - Legislative Affairs
04/08/2014	Return for Revision	John Hulmston	Senior Records Analyst	National Archives and Records Administration - Records Management Services
04/09/2014	Submit For Certification	Malinda Matson	Congressional Affairs Specialist	Economic Development Administration - Legislative Affairs
04/09/2014	Certify	Malinda Matson	Congressional Affairs Specialist	Economic Development Administration - Legislative Affairs
05/21/2014	Return for Revision	John Hulmston	Senior Records Analyst	National Archives and Records Administration - Records Management Services
05/21/2014	Submit For Certification	Malinda Matson	Congressional Affairs Specialist	Economic Development Administration - Legislative Affairs
05/21/2014	Certify	Malinda Matson	Congressional Affairs Specialist	Economic Development Administration - Legislative Affairs
07/02/2014	Submit for Concurrence	John Hulmston	Senior Records Analyst	National Archives and Records Administration - Records Management Services
07/14/2014	Return to Submitter	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
07/14/2014	Return for Revision	John Hulmston	Senior Records Analyst	National Archives and Records Administration

				- Records Management Services
07/14/2014	Submit For Certification	Malinda Matson	Congressional Affairs Specialist	Economic Development Administration - Legislative Affairs
07/14/2014	Certify	Malinda Matson	Congressional Affairs Specialist	Economic Development Administration - Legislative Affairs
07/16/2014	Submit for Concurrence	John Hulmston	Senior Records Analyst	National Archives and Records Administration - Records Management Services
07/21/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
07/22/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
07/22/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist