

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0369-2014-0002**

Schedule Status      **Approved**

  

Agency or Establishment      **Employment and Training Administration**

Record Group / Scheduling Group      **Records of the Employment and Training Administration**

Records Schedule applies to      **Agency-wide**

Schedule Subject      **Schedules of Daily Activities for the Assistant Secretary and Deputy Secretaries within the Employment and Training Administration (ETA)**

Internal agency concurrences will be provided      **No**

  

Background Information      **In compliance with General Records Schedule 23, Item 5a Note. Unique substantive records relating to the activities of these individuals must be scheduled by submission of an SF 115 to NARA. (N1-GRS-87-19 item 5a Note)**

### 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0369-2014-0002

Sequence Number	
1	<p>Schedules of Daily Activities for the Assistant Secretary and Deputy Secretaries for the Employment and Training Administration (ETA) only. (Schedules of Daily Activities for all other lower level officials within ETA are scheduled by General Records Schedule 23, Records Common to Most Offices within Agencies, Item 5a, Schedules of Daily Activities).</p> <p>Disposition Authority Number: DAA-0369-2014-0002-0001</p>

## Records Schedule Items

Sequence Number																							
1	<p>Schedules of Daily Activities for the Assistant Secretary and Deputy Secretaries for the Employment and Training Administration (ETA) only. (Schedules of Daily Activities for all other lower level officials within ETA are scheduled by General Records Schedule 23, Records Common to Most Offices within Agencies, Item 5a, Schedules of Daily Activities).</p> <p>Disposition Authority Number      DAA-0369-2014-0002-0001</p> <p>Unique substantive records relating to the activities of these individuals such as calendars, appointment books, schedules, logs, diaries, emails, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities by Federal employees while serving in an official capacity, EXCLUDING materials determined to be personal.</p> <table><tr><td>Final Disposition</td><td>Permanent</td></tr><tr><td>Item Status</td><td>Active</td></tr><tr><td>Is this item media neutral?</td><td>Yes</td></tr><tr><td>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</td><td>Yes</td></tr><tr><td>Do any of the records covered by this item exist as structured electronic data?</td><td>Yes</td></tr></table> <p>Disposition Instruction</p> <table><tr><td>Cutoff Instruction</td><td>Cutoff at the end of the calendar year.</td></tr><tr><td>Transfer to Inactive Storage</td><td>Transfer to inactive storage when no longer needed.</td></tr><tr><td>Transfer Electronic Records to the National Archives for Pre-Accessioning</td><td>Transfer electronic records to the National Archives for pre-accessioning immediately after employee's end of tenure.</td></tr><tr><td>Transfer to the National Archives for Accessioning</td><td>Transfer to the National Archives 15 year(s) after end of tenure</td></tr></table> <p>Additional Information</p> <table><tr><td>First year of records accumulation</td><td>2009</td></tr><tr><td>What will be the date span of the initial transfer of records to the National Archives?</td><td>From 2009 To 2014</td></tr></table>	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?	Yes	Do any of the records covered by this item exist as structured electronic data?	Yes	Cutoff Instruction	Cutoff at the end of the calendar year.	Transfer to Inactive Storage	Transfer to inactive storage when no longer needed.	Transfer Electronic Records to the National Archives for Pre-Accessioning	Transfer electronic records to the National Archives for pre-accessioning immediately after employee's end of tenure.	Transfer to the National Archives for Accessioning	Transfer to the National Archives 15 year(s) after end of tenure	First year of records accumulation	2009	What will be the date span of the initial transfer of records to the National Archives?	From 2009 To 2014
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How frequently will your agency transfer these records to the National Archives? **Every 8 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	14 Cubic feet	2 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
09/09/2014	Certify	Rachel Vera	U.S. Dept of Labor, Records Management Officer	Office of the Assistant Secretary for Administration and Management - Business Operations Center
03/24/2016	Submit for Concurrence	Jim Cassedy	Appraiser	National Archives and Records Administration - Records Management Services
03/29/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
03/30/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
03/31/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist