

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0364-2025-0002

Status: APPROVED  
Date Approved: 06/12/2025

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## General Information

Agency or Establishment	Office of the United States Trade Representative
Record/Scheduling Group	0364 - Records of the Office of the United States Trade Representative
Records Schedule Applies To	Agency-wide
Schedule Subject	Biden Administration Political Appointee Work Folders
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	No - the records covered by this schedule do not implicate Tribal interests

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## Item Count

Total number of disposition items: 1

Number of Temporary disposition items: 0

Number of Permanent disposition items: 1

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0364-2025-0002

Item #	Title	Disposition
0001	Biden Administration Political Appointee Work Folders (CLOSED)	Permanent

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Records Schedule Items

DAA-0364-2025-0002-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Biden Administration Political Appointee Work Folders (CLOSED)	
Item Description	Records of political appointees located in "work folders" that are related to their official duties and actions in the Federal Records Act (FRA) agency components of the Biden Executive Office of the President (EOP). "Work folders" are primarily managed on shared or personal drives, and contain materials that meet the definition of a Federal record, relate to the specific programs of the component, and are related to mission-related activities. Political appointees in USTR are limited to: the individuals in positions that are required to be appointed by the President and confirmed by the Senate; individuals in positions that are required to be appointed by the President; non-career SES employees; employees in Schedule C of the excepted service; and any advisors, experts, consultants, or detailees whose service is subject to change with the Presidential transition. Positions filled by the standard competitive process and career excepted positions are NOT included.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
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		
Final Disposition	Permanent	
Cutoff Instructions	Cut off after the end of the administration	
Are there multiple instructions for this item?	No	
Transfer Instruction	Transfer to the National Archives immediately after cutoff	
ADDITIONAL INFORMATION		
Current Records Format	Textual data:to be determined upon transfer	
Approximate first year of records covered by this authority	2021	

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End year of records covered by this authority	Year: 2025
Date span of the initial transfer	From: 01/20/2021 To: 01/20/2025
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	Yes
FOIA Exemption(s)	FOIA (b)(5) Inter-agency or Intra-agency Memorandums or Letters Not Available by Law, FOIA (b)(6) Personal Information

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Signatory Information

Action	User	Date
Approve	Marco Rubio (Acting Archivist)	06/12/2025



Office of the Chief  
Records Officer for the  
U.S. Government

This schedule was signed outside of the ERA system using Standard Form 115.

NARA staff updated ERA to reflect this approval, moving the record schedule into an approved status. The approved status allows for generation of a PDF indicating that the schedule has been approved, and allows an agency to use the schedule in ERA to create transfer requests. The approved date in the system and on the PDF version of the records schedule reflects the system actions.