

Request for Records Disposition Authority

Records Schedule Number **DAA-0580-2021-0001**

Schedule Status **Approved**

Agency or Establishment **Council on Environmental Quality**

Record Group / Scheduling Group **Records of the Council on Environmental Quality**

Records Schedule applies to **Agency-wide**

Schedule Subject **Political Appointee Work Folders of Trump Administration**

Internal agency concurrences will
be provided **No**

Background Information

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0580-2021-0001

Sequence Number	
1	Political Appointee Work Folders of Trump Administration (CLOSED) Disposition Authority Number: DAA-0580-2021-0001-0001

Records Schedule Items

Sequence Number	
1	<p>Political Appointee Work Folders of Trump Administration (CLOSED)</p> <p>Disposition Authority Number DAA-0580-2021-0001-0001</p> <p>Records related to the official duties and actions of political appointees in the Trump Administration Council on Environmental Quality (CEQ), usually referred to as "work folders." Work folders are primarily managed on 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 are any individual appointed by the President or Vice President (whether or not confirmed by the Senate) including Political Schedule A and Schedule C appointments in the excepted service; political appointees as defined by 5 U.S.C. 5312-5316; non-career, limited term and limited emergency SES employees and any political employees serving under a statutory authority specific to the Federal Records Act components of the Executive Office of the President. Positions filled by the standard competitive process are not included.</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>Disposition Instruction</p> <p>Cutoff Instruction Cutoff at the end of the administration.</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives at the end of the administration.</p> <p>Additional Information</p> <p>First year of records accumulation 2017</p> <p>What will be the date span of the initial transfer of records to the National Archives? From 2017 To 2021</p> <p>How frequently will your agency transfer these records to the National Archives? Unknown This will be a one time transfer.</p>

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
01/19/2021	Certify	Howard Sun	Attorney Advisor	Office of the General Counsel - Office of the General Counsel
03/31/2021	Submit for Concurrency	Andrea Shahmohammadi	Appraisal Archivist	National Archives and Records Administration - Records Management Office
04/06/2021	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
04/06/2021	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
04/06/2021	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist