

Request for Records Disposition Authority

Records Schedule Number **DAA-0266-2017-0008**

Schedule Status **Approved**

Agency or Establishment **Securities and Exchange Commission**

Record Group / Scheduling Group **Records of the Securities and Exchange Commission**

Records Schedule applies to **Agency-wide**

Schedule Subject **Internal Employee Newsletters**

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0266-2017-0008

Sequence Number

1

Internal Employee Newsletters

Disposition Authority Number: DAA-0266-2017-0008-0001

Records Schedule Items

Sequence Number																	
1	<p>Internal Employee Newsletters</p> <p>Disposition Authority Number DAA-0266-2017-0008-0001</p> <p>Record copies of internal newsletters published by SEC Divisions and Offices for either SEC-wide or Division/Office-level use. The newsletters include, but are not limited to, information on staff awards, retirements, employee activities, community service, appointments to posts, employee and union events, and regional or local news. Examples include, but are not limited to, The Scoop, SEC Employee News, and The Exchange.</p> <table><tr><td>Final Disposition</td><td>Temporary</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>Cut off at the end of the calendar year.</td></tr><tr><td>Retention Period</td><td>Destroy 3 year(s) after cutoff</td></tr></table> <p>Additional Information</p> <table><tr><td>GAO Approval</td><td>Not Required</td></tr></table>	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?	Yes	Do any of the records covered by this item exist as structured electronic data?	Yes	Cutoff Instruction	Cut off at the end of the calendar year.	Retention Period	Destroy 3 year(s) after cutoff	GAO Approval	Not Required
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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
04/03/2017	Certify	Curt Francisco	Records Officer	Office of Support - Office of Records Management Services
07/06/2017	Submit for Concurrency	Andrea Riley	Supervisor, General Records Schedule Team	National Archives and Records Administration - Records Management Services
07/11/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
07/11/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
07/13/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist