

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0266-2024-0001

Status: APPROVED  
Date Approved: 04/08/2024

General Information

Agency or Establishment	Securities and Exchange Commission
Record/Scheduling Group	0266 - Records of the Securities and Exchange Commission
Records Schedule Applies To	Agency Subdivision
Major Subdivision	Office of Chief Operating Officer
Minor Subdivision	Office of Support Operations
Schedule Subject	SEC Policies Relating to the Use of Alcoholic Beverages in SEC Offices and Buildings and Related Records
Additional Schedule Information	
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: 2

Number of Temporary disposition items: 2

Number of Permanent disposition items: 0

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-0266-2024-0001

Item #	Title	Disposition
0001	SEC Policies Relating to the Use of Alcoholic Beverages in SEC Offices and Buildings and Related Records	Temporary
0002	Background Records	Temporary

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Records Schedule Items

DAA-0266-2024-0001-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	SEC Policies Relating to the Use of Alcoholic Beverages in SEC Offices and Buildings and Related Records	
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SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		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	Temporary	
Cutoff Instructions	Cut off at end of Calendar year when superseded or obsolete	
Retention Period	Destroy 3 year(s) after cutoff	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

DAA-0266-2024-0001-0002		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Background Records	
Item Description	Drafts, approval information, and other supporting documentation that directly contributes to the final policy or procedure and is circulated to other staff members for comment.	
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	Temporary	
Cutoff Instructions	Cut off when associated policy document is destroyed or deleted.	
Retention Period	Destroy immediately after cutoff	

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ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

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Signatory Information

Action	User	Date
Approve	Colleen Shogan	04/08/2024