

Request for Records Disposition Authority

Records Schedule Number **DAA-0339-2018-0002**

Schedule Status **Approved**

Agency or Establishment **Federal Election Commission**

Record Group / Scheduling Group **Records of the Federal Election Commission**

Records Schedule applies to **Major Subdivision**

Major Subdivision **Information Division**

Schedule Subject **Federal Election Commission Invitation Records**

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0339-2018-0002

Sequence Number

1

Invitations

Disposition Authority Number: DAA-0339-2018-0002-0001

Records Schedule Items

Sequence Number	
1	<p>Invitations</p> <p>Disposition Authority Number DAA-0339-2018-0002-0001</p> <p>These records relate to requests for FEC Commissioners and staff members to speak to external groups. Files include but are not limited to: invitation, circulation memoranda, copy of vote certifications, correspondence, approval audience demographics, funding information, and other supporting documentation.</p> <p>Final Disposition Temporary</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 calendar year</p> <p>Retention Period Destroy 10 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</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
11/22/2017	Certify	Dayna Brown	Commission Secretary and Records Officer	N/A - N/A
02/20/2018	Return for Revision	Andrea Shahmohammadi	Appraisal Archivist	National Archives and Records Administration - Records Management Office
02/20/2018	Submit For Certification	Dayna Brown	Commission Secretary and Records Officer	N/A - N/A
02/20/2018	Certify	Dayna Brown	Commission Secretary and Records Officer	N/A - N/A
02/22/2018	Submit for Concurrence	Andrea Shahmohammadi	Appraisal Archivist	National Archives and Records Administration - Records Management Office
02/23/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
02/23/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
02/26/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist