

Request for Records Disposition Authority

Records Schedule Number DAA-0339-2019-0001
Schedule Status Approved

Agency or Establishment Federal Election Commission
Record Group / Scheduling Group Records of the Federal Election Commission
Records Schedule applies to Agency-wide
Schedule Subject Commission Meeting 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
5	5	0	0

GAO Approval

Outline of Records Schedule Items for DAA-0339-2019-0001

Sequence Number	
1	Open Meeting Recordings Disposition Authority Number: DAA-0339-2019-0001-0001
2	Open Meeting Materials Disposition Authority Number: DAA-0339-2019-0001-0002
3	Executive Session Recordings - Analog (CLOSED SERIES) Disposition Authority Number: DAA-0339-2019-0001-0003
4	Executive Session Recordings Disposition Authority Number: DAA-0339-2019-0001-0004
5	Executive Session Materials Disposition Authority Number: DAA-0339-2019-0001-0005

Records Schedule Items

Sequence Number

1

Open Meeting Recordings

Disposition Authority Number **DAA-0339-2019-0001-0001**

Audio recordings of Open Meetings (open meetings and public hearings) of the Commission. These records provide documentation as to organization, function, policies, procedures, and essential transactions of the Commissioners in fulfilling their duties and powers as specified in Subtitle III, Chapter 301 of Title 52 of the United States Code and Chapters 95 and 96 of Title 26 of the Internal Revenue Code.

Final Disposition **Permanent**

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? **No**

Disposition Instruction

Cutoff Instruction **Cut off annually by calendar year.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 15 year(s) after cutoff**

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 2010 To 2010**

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	50 GB	5 GB
Paper		

2

Microform		
Hardcopy or Analog Special Media		

Open Meeting Materials

Disposition Authority Number **DAA-0339-2019-0001-0002**

Includes agendas, minutes, and additional background materials for all open meetings. Organized by date. These records provide documentation as to organization, function, policies, procedures, and essential transactions of the Commissioners in fulfilling their duties and powers as specified in Subtitle III, Chapter 301 of Title 52 of the United States Code and Chapters 95 and 96 of Title 26 of the Internal Revenue Code.

Final Disposition **Permanent**

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? **No**

Disposition Instruction

Cutoff Instruction **Cutoff annually by calendar year.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 15 year(s) after cutoff**

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 2010 To 2010**

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	100 MB	10 MB
Paper		

Microform		
Hardcopy or Analog Special Media		

3

Executive Session Recordings - Analog (CLOSED SERIES)

Disposition Authority Number **DAA-0339-2019-0001-0003**

Analog audio recordings of Executive Sessions (closed to the public) of the Commission. These records provide documentation as to organization, function, policies, procedures, personnel, and essential transactions of the Commissioners in fulfilling their duties and powers as specified in Subtitle III, Chapter 301 of Title 52 of the United States Code and Chapters 95 and 96 of Title 26 of the Internal Revenue Code. Discussion of pending enforcement actions, litigation, and other matters specified in 11 § C.F.R. 2.4.

Final Disposition **Permanent**

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**

Disposition Instruction

Cutoff Instruction **Cutoff annually by calendar year.**

Transfer to the National Archives for Accessioning **Transfer upon approval of this schedule.**

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 1977 To 2010**

How frequently will your agency transfer these records to the National Archives? **Unknown**
Upon approval of this schedule. The singular transfer of this item should include all records associated with it.

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper		
Microform		
Hardcopy or Analog Special Media	550 magnetic tape cartridges	

Executive Session Recordings

Disposition Authority Number **DAA-0339-2019-0001-0004**

Audio recordings of Executive Sessions (closed to the public) of the Commission. These records provide documentation as to organization, function, policies, procedures, personnel, and essential transactions of the Commissioners in fulfilling their duties and powers as specified in Subtitle III, Chapter 301 of Title 52 of the United States Code and Chapters 95 and 96 of Title 26 of the Internal Revenue Code. Discussion of pending enforcement actions, litigation and other matters that are specified in 11 C.F.R. § 2.4.

Final Disposition **Permanent**

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**

Disposition Instruction

Cutoff Instruction **Cutoff annually by calendar year.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 25 year(s) after cutoff**

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 2010 To 2010**

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	50 GB	5 GB
Paper		
Microform		
Hardcopy or Analog Special Media		

5

Executive Session Materials

Disposition Authority Number **DAA-0339-2019-0001-0005**

Includes agenda, minutes, and additional background materials for all Executive Sessions. Organized by date. These records provide documentation as to organization, function, policies, procedures, personnel, and essential transactions of the Commissioners in fulfilling their duties and powers as specified in Subtitle III, Chapter 301 of Title 52 of the United States Code and Chapters 95 and 96 of Title 26 of the Internal Revenue Code. Discussion materials for pending enforcement actions, litigation, and other matters specified in 11 C.F.R. § 2.4.

Final Disposition **Permanent**

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? **No**

GRS or Superseded Authority Citation **NC1-339-84-1 1/a/2**

Disposition Instruction

Cutoff Instruction **Cutoff annually by calendar year.**

Transfer to the National Archives for Accessioning **Transfer upon approval of this schedule records dating 1977-2010. Thereafter, transfer to the National Archives 25 year(s) after cutoff.**

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 1977 To 2010**

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	100 MB	10 MB
Paper	75 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

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
11/08/2018	Certify	Dayna Brown	Commission Secretary and Records Officer	N/A - N/A
03/26/2019	Return for Revision	Andrea Shahmohammadi	Appraisal Archivist	National Archives and Records Administration - Records Management Office
04/02/2019	Submit For Certification	Dayna Brown	Commission Secretary and Records Officer	N/A - N/A
04/02/2019	Certify	Dayna Brown	Commission Secretary and Records Officer	N/A - N/A
06/26/2019	Return for Revision	Andrea Shahmohammadi	Appraisal Archivist	National Archives and Records Administration - Records Management Office
08/16/2019	Submit For Certification	Laura Sinram	Acting Secretary and Clerk of the Commission	Office of Management and Administration - Office of the Commission Secretary
08/16/2019	Certify	Laura Sinram	Acting Secretary and Clerk of the Commission	Office of Management and Administration - Office of the Commission Secretary
09/25/2019	Submit for Concurrence	Andrea Shahmohammadi	Appraisal Archivist	National Archives and Records Administration - Records Management Office
09/30/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services

10/01/2019	Concur	Laurence Brewer	Chief Records Office r	National Records and Archives Administration - National Records and Archives Administration
10/02/2019	Approve	David Ferriero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist