

Request for Records Disposition Authority

Records Schedule Number DAA-0478-2017-0009
Schedule Status Approved

Agency or Establishment Office of Personnel Management
Record Group / Scheduling Group Records of the Office of Personnel Management
Records Schedule applies to Agency-wide
Schedule Subject Freedom of Information Act (FOIA) Program Files
Internal agency concurrences will be provided No

Background Information The Freedom of Information Act (FOIA) Office of the U.S. Office of Personnel Management (OPM) is responsible for administering policies, programs, and procedures to ensure OPM's compliance with the Freedom of Information Act (FOIA), as amended, and associated laws, regulations, requirements, and guidance.
The FOIA Office will continue to follow the disposition instructions of the General Records Schedule (GRS), most notably GRS 4.2 (Information Access and Protection Records), for most of its records. This schedule applies to those FOIA Office records that are not covered by the GRS.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0478-2017-0009

Sequence Number	
1	FOIA Program Files Disposition Authority Number: DAA-0478-2017-0009-0001

Records Schedule Items

Sequence Number	
1	<p>FOIA Program Files</p> <p>Disposition Authority Number DAA-0478-2017-0009-0001</p> <p>These files contain the records relating to the activities of the FOIA Office in directing and carrying out the policies, program functions, and responsibilities of the office. These records include, but are not limited to, plans; policies, guidance, procedures, and job aids; meeting agendas and minutes; and other related materials.</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? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off when superseded or obsolete.</p> <p>Retention Period Destroy 3 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
07/06/2017	Certify	Bethany Letalien	Management Analyst	Office of the Chief Information Officer - Information Management Division
10/26/2017	Submit for Concurrence	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
10/27/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/27/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/30/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist