

Request for Records Disposition Authority

Records Schedule Number DAA-0378-2014-0005
Schedule Status Approved

Agency or Establishment Economic Development Administration
Record Group / Scheduling Group Records of the Economic Development Administration
Records Schedule applies to Major Subdivision
Major Subdivision Office of External Affairs
Minor Subdivision Legislative Affairs Division
Schedule Subject Records of the Legislative Affairs Division
Internal agency concurrences will be provided No

Background Information The legislative Affairs Division (LAD) represents EDA to members of Congress, congressional staff, other federal agencies, state and local elected officials, and other governmental and non-governmental organizations through all written and verbal communication. LAD communicates the Administration's legislative agenda regarding economic development matters. LAD supports and assists the Assistant Secretary in responding to requests for testimony regarding the Administration economic development policies and prepares briefing materials and presentation materials, including testimony and strategy.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
6	2	4	0

GAO Approval

Outline of Records Schedule Items for DAA-0378-2014-0005

Sequence Number	
1	Hearing Briefing Books Disposition Authority Number: DAA-0378-2014-0005-0001
2	Correspondence - Support Letters Disposition Authority Number: DAA-0378-2014-0005-0002
3	Correspondence - Issues and Problems Disposition Authority Number: DAA-0378-2014-0005-0003
4	Thank you notes Disposition Authority Number: DAA-0378-2014-0005-0004
5	Grant Announcements Disposition Authority Number: DAA-0378-2014-0005-0005
6	Annual Reports to Congress Disposition Authority Number: DAA-0378-2014-0005-0006

Records Schedule Items

Sequence Number

1-

Hearing Briefing Books

Disposition Authority Number **DAA-0378-2014-0005-0001**

Materials used to prepare EDA principals for hearings. Contents including testimony of principal, questions and answers, relevant data, and background on committee.

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GRS or Superseded Authority Citation **NC1-378-79-2 items 180**

Disposition Instruction

Cutoff Instruction **Cut of at the end of a Presidential Administration**

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

Additional Information

First year of records accumulation **2000**

What will be the date span of the initial transfer of records to the National Archives? **From 2000 To 2008**

How frequently will your agency transfer these records to the National Archives? **Every 4 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	5 Cubic feet	1 Cubic feet
Microform		

Hardcopy or Analog Special Media		
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Correspondence - Support Letters

Disposition Authority Number **DAA-0378-2014-0005-0002**

Incoming letters of support for applications and projects from members of Congress, state and local officials and others and outgoing replies

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? **No**

Disposition Instruction

Cutoff Instruction **Cut off at files at end of calendar year**

Retention Period **Destroy 5 year(s) after cut off.**

Additional Information

GAO Approval **Not Required**

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Correspondence - Issues and Problems

Disposition Authority Number **DAA-0378-2014-0005-0003**

Incoming correspondence from Members of Congress, state and local officials, grantees and others to Headquarters officials detailing issues or problems with specific grants, projects, or communities and replies

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? **No**

GRS or Superseded Authority Citation **NC1-378-79-2 item 7**

Disposition Instruction

Cutoff Instruction **Cutoff files at the end of the calendar year**

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Retention Period Destroy 10 year(s) after cutoff

Additional Information

GAO Approval Not Required

Thank you notes

Disposition Authority Number DAA-0378-2014-0005-0004

Incoming and outgoing thank you notes addressed to or from EDA leadership or staff.

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? No

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?

GRS or Superseded Authority Citation NC1-378-79-2 item 5

Disposition Instruction

Cutoff Instruction Cutoff files at the end of the calendar year

Retention Period Destroy 3 year(s) after cutoff

Additional Information

GAO Approval Not Required

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Grant Announcements

Disposition Authority Number DAA-0378-2014-0005-0005

Copies of announcements sent to congressional offices detailing information about new grants in their prospective district/state.

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? No

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?

GRS or Superseded Authority Citation NC1-378-79-2 Item 202

Disposition Instruction

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Cutoff Instruction Cutoff files at the end of a calendar year
Retention Period Destroy 3 year(s) after cutoff

Additional Information

GAO Approval Not Required

Annual Reports to Congress

Disposition Authority Number DAA-0378-2014-0005-0006

Information compiled annually to fulfill statutory reporting requirements

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 at end of calendar year

Transfer to the National Archives for Accessioning Maintain in EDA Headquarters and submit 1 copy to National Archives 15 years after cutoff

Additional Information

First year of records accumulation 1981

What will be the date span of the initial transfer of records to the National Archives? From 1981 To 1999

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

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	2 Cubic feet	.1 Cubic feet
Microform		

Hardcopy or Analog Special Media		
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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
11/05/2013	Certify	Malinda Matson	Congressional Affairs Specialist	Economic Development Administration - Legislative Affairs
11/21/2013	Return for Revision	John Hulmston	Senior Records Analyst	National Archives and Records Administration - Records Management Services
11/21/2013	Submit For Certification	Malinda Matson	Congressional Affairs Specialist	Economic Development Administration - Legislative Affairs
11/21/2013	Certify	Malinda Matson	Congressional Affairs Specialist	Economic Development Administration - Legislative Affairs
03/20/2014	Return for Revision	John Hulmston	Senior Records Analyst	National Archives and Records Administration - Records Management Services
03/21/2014	Submit For Certification	Malinda Matson	Congressional Affairs Specialist	Economic Development Administration - Legislative Affairs
03/21/2014	Certify	Malinda Matson	Congressional Affairs Specialist	Economic Development Administration - Legislative Affairs
03/26/2014	Return for Revision	John Hulmston	Senior Records Analyst	National Archives and Records Administration - Records Management Services
03/27/2014	Submit For Certification	Malinda Matson	Congressional Affairs Specialist	Economic Development Administration - Legislative Affairs
03/27/2014	Certify	Malinda Matson	Congressional Affairs Specialist	Economic Development Administration - Legislative Affairs

04/08/2014	Return for Revision	John Hulmston	Senior Records Analyst	National Archives and Records Administration - Records Management Services
04/09/2014	Submit For Certification	Malinda Matson	Congressional Affairs Specialist	Economic Development Administration - Legislative Affairs
04/09/2014	Certify	Malinda Matson	Congressional Affairs Specialist	Economic Development Administration - Legislative Affairs
05/21/2014	Return for Revision	John Hulmston	Senior Records Analyst	National Archives and Records Administration - Records Management Services
05/21/2014	Submit For Certification	Malinda Matson	Congressional Affairs Specialist	Economic Development Administration - Legislative Affairs
05/21/2014	Certify	Malinda Matson	Congressional Affairs Specialist	Economic Development Administration - Legislative Affairs
07/02/2014	Submit for Concurrence	John Hulmston	Senior Records Analyst	National Archives and Records Administration - Records Management Services
07/08/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
07/08/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
07/09/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist