

## Request for Records Disposition Authority

Records Schedule Number: DAA-0378-2014-0006  
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 Chief Counsel  
Schedule Subject: Records of the Office of the Chief Counsel  
Internal agency concurrences will be provided: No

Background Information: The Office of Chief Counsel (OCC) is responsible for the preparation, coordination, and clearance of all legislation, regulations, and external orders at EDA. OCC provides legal services review required to administer all EDA programs and projects; prepare and transmit Federal Register Notices; receive, investigate, and resolve complaints; and ensure compliance with applicable civil rights laws and regulations and Privacy Act or Freedom of Information Act requests.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	1	1	0

### GAO Approval

## Outline of Records Schedule Items for DAA-0378-2014-0006

Sequence Number

- |   |   |
|---|---|
| 1 | Legal Subject Files of the Office of the Chief Counsel<br>Disposition Authority Number: DAA-0378-2014-0006-0001 |
| 2 | High level correspondence and legal opinions<br>Disposition Authority Number: DAA-0378-2014-0006-0002           |

## Records Schedule Items

Sequence Number	
1	<p><b>Legal Subject Files of the Office of the Chief Counsel</b></p> <p>Disposition Authority Number     <b>DAA-0378-2014-0006-0001</b></p> <p><b>Correspondence, memorandums, reports, opinions, reviews of regulations and proposed legislation, legislative reports with comments, legal issues, and similar issues from internal and external sources pertaining to legal affairs of EDA.</b></p> <p>Final Disposition                     <b>Temporary</b></p> <p>Item Status                             <b>Pending</b></p> <p>Is this item media neutral?         <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?     <b>No</b></p> <p>GRS or Superseded Authority Citation     <b>N1-378-99-1 Item 1</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                     <b>Cutoff files at the end of the calendar year</b></p> <p>Retention Period                     <b>Destroy 20 year(s) after cutoff</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                         <b>Not Required</b></p>
2	<p><b>High level correspondence and legal opinions</b></p> <p>Disposition Authority Number     <b>DAA-0378-2014-0006-0002</b></p> <p><b>High level correspondence and legal opinions issued by the Chief Counsel documenting legal interpretations of the statutes and regulations under which the Economic Development Administration operates.</b></p> <p>Final Disposition                     <b>Permanent</b></p> <p>Item Status                             <b>Pending</b></p> <p>Is this item media neutral?         <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?     <b>No</b></p> <p><b>Disposition Instruction</b></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
11/05/2013	Certify	Malinda Matson	Congressional Affairs Specialist	Economic Development Administration - Legislative Affairs
01/29/2014	Return for Revision	John Hulmston	Senior Records Analyst	National Archives and Records Administration - Records Management Services
01/29/2014	Submit For Certification	Malinda Matson	Congressional Affairs Specialist	Economic Development Administration - Legislative Affairs
01/29/2014	Certify	Malinda Matson	Congressional Affairs Specialist	Economic Development Administration - Legislative Affairs
06/25/2014	Submit for Concurrence	John Hulmston	Senior Records Analyst	National Archives and Records Administration - Records Management Services
06/26/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
06/26/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
06/27/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist