

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0378-2014-0008**  
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                  **Regional Affairs**  
Schedule Subject                  **Records of the Office of the Deputy Assistant Secretary for Regional Affairs**  
Internal agency concurrences will be provided      **No**

Background Information                  **The Office of Regional Affairs is responsible for developing and overseeing the implementation of program policies, procedures, and guidance for EDA programs, special initiatives, and supplemental appropriations for disasters and other emergencies. The Office of Regional Affairs includes, the Office of Innovation and Entrepreneurship, Performance and National Programs, Trade Adjustment Assistance, and EDA's six regional offices.**

### Item Count

| Number of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |
|-----------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| 2                                 | 0                                     | 2                                     | 0                                     |

GAO Approval

## Outline of Records Schedule Items for DAA-0378-2014-0008

Sequence Number

- |   |   |
|---|---|
| 1 | <b>Briefings and Presentations</b><br>Disposition Authority Number: DAA-0378-2014-0008-0001 |
| 2 | <b>Economic Impact Assessments</b><br>Disposition Authority Number: DAA-0378-2014-0008-0002 |

## Records Schedule Items

| Sequence Number |  |
|-----------------|--|
| 1               | <p data-bbox="349 414 1450 457"><b>Briefings and Presentations</b></p> <p data-bbox="349 468 1450 510">Disposition Authority Number      <b>DAA-0378-2014-0008-0001</b></p> <p data-bbox="349 521 1450 606"><b>Briefings and presentations developed for the Deputy Assistance Secretaries, Directors and staff under the Office of Regional Affairs for trips and meetings.</b></p> <p data-bbox="349 617 1450 659">Final Disposition                      <b>Temporary</b></p> <p data-bbox="349 670 1450 712">Item Status                              <b>Active</b></p> <p data-bbox="349 723 1450 766">Is this item media neutral?          <b>Yes</b></p> <p data-bbox="349 776 1450 904">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 data-bbox="349 925 1450 968"><b>Disposition Instruction</b></p> <p data-bbox="349 978 1450 1021">Cutoff Instruction                      <b>Cutoff files at the end of the calendar year</b></p> <p data-bbox="349 1032 1450 1074">Retention Period                        <b>Destroy 5 year(s) after cutoff</b></p> <p data-bbox="349 1095 1450 1138"><b>Additional Information</b></p> <p data-bbox="349 1149 1450 1202">GAO Approval                            <b>Not Required</b></p> |
| 2               | <p data-bbox="349 1212 1450 1255"><b>Economic Impact Assessments</b></p> <p data-bbox="349 1266 1450 1308">Disposition Authority Number      <b>DAA-0378-2014-0008-0002</b></p> <p data-bbox="349 1319 1450 1425"><b>Reports, data, interviews, and related documents developed and collected during mission assignments or at the request of FEMA and other agencies to areas affected by economic impact events including natural and man-made disasters.</b></p> <p data-bbox="349 1436 1450 1478">Final Disposition                      <b>Temporary</b></p> <p data-bbox="349 1489 1450 1532">Item Status                              <b>Active</b></p> <p data-bbox="349 1542 1450 1585">Is this item media neutral?          <b>Yes</b></p> <p data-bbox="349 1596 1450 1723">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 data-bbox="349 1744 1450 1787"><b>Disposition Instruction</b></p> <p data-bbox="349 1798 1450 1840">Cutoff Instruction                      <b>Cutoff files at the end of the calendar year</b></p> <p data-bbox="349 1851 1450 1896">Retention Period                        <b>Destroy 10 year(s) after cutoff</b></p>  |

Additional Information

GAO Approval

Not Required

## 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   |
|------------|------------------------|-----------------|---|--|
| 11/07/2013 | Certify                | Malinda Matson  | Congressional Affairs Specialist              | Economic Development Administration - Legislative Affairs                          |
| 05/27/2014 | Submit for Concurrence | John Hulmston   | Senior Records Analyst                        | National Archives and Records Administration - Records Management Services         |
| 06/02/2014 | Concur                 | Laurence Brewer | Director, National Records Management Program | National Archives and Records Administration - National Records Management Program |
| 06/02/2014 | Concur                 | Laurence Brewer | Director, National Records Management Program | National Archives and Records Administration - National Records Management Program |
| 06/05/2014 | Approve                | David Ferriero  | Archivist of the United States                | Office of the Archivist - Office of the Archivist                                  |