Request for Records Disposition Authority

Records Schedule Number	DAA-0064-2009-0002
Schedule Status	Approved
Agency or Establishment	National Archives and Records Administration
Record Group / Scheduling Group	Records of the National Archives and Records Administration
Records Schedule applies to	Major Subdivsion
Major Subdivision	Office of Presidential Libraries (NL)
Schedule Subject	Presidential Electronic Records Library (PERL)
Internal agency concurrences will be provided	No
Background Information	NARA archivists at the Ronald Reagan, George H. W. Bush, and William J. Clinton Libraries have access to their respective Presidential administrations' datasets. NARA's Presidential Materials Staff, which provides technical assistance to White House Staff and officials of former administrations, has access to PERL datasets across the three libraries.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0064-2009-0002

Sequence Number	
1	Presidential Electronic Records Library (PERL)
1.1	"Review Status" Metadata Disposition Authority Number: DAA-0064-2009-0002-0001

Records Schedule Items

Sequence Number

1

Presidential Electronic Records Library (PERL)
This system contains archival, historical records of the Ronald Reagan, George H. W. Bush, and William J. Clinton Presidential administrations. These archival records are in NARA legal and physical custody as per the provisions of the Presidential Records Act (PRA) (44 U.S.C. §2203[f][1]). PERL contains distinct datasets; the bulk of the records are from the Clinton administration. The purposes of PERL are to allow for search and retrieval of these historical records for archival processing, access requests, and reference. PERL itself consists of an unclassified system and a separate classified version (Top Secret and above). The following schedule item applies to the unclassified version.

1.1

"Review Status" Metadata

Disposition Authority Number	DAA-0064-2009-0002-0001

Electronic information relating to reviews of single records in a PERL dataset that are conducted: (1) in response to PRA and Freedom of Information Act (FOIA) requests; and (2) for systematic processing projects. PERL metadata also contain status and history of release determinations for previously-reviewed records.

Final Disposition	Temporary
Item Status	Active
Is this item media neutral?	No
Explanation of limitation	Applies only to data born and maintained digitally.
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

Manual Citation	Manual Title

Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply	Electronic Records
Cutoff Instruction	Unknown
Transfer to Inactive Storage	Unknown

Retention Period	Retain metadata for a minimum of 6 years after creation. Then delete when no longer needed for administrative, legal, audit, or other operational purposes.
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
09/12/2009	Certify	Susan Sullivan	NARA Records Officer	NH - NHR
01/26/2010	Submit	Jerome Nashorn	Supervisor	Mordern Records Program (NWM) - Life Cycle Mgt (NWML)
01/26/2010	Approve	Laurence Brewer	Director, NWML	Modern Records Programs - Life Cycle Management Div.
01/28/2010	Approve	Paul Wester	Director	NARA - NARA
01/28/2010	Approve	Paul Wester	Director	NARA - NARA