

### Request for Records Disposition Authority

Records Schedule Number      **DAA-0064-2011-0004**  
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 Subdivision**  
Major Subdivision                **General Counsel**  
Schedule Subject                 **Returned (Undeliverable) Notification Letters**  
Internal agency concurrences will be provided    **No**

Background Information

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>

GAO Approval

## Outline of Records Schedule Items for DAA-0064-2011-0004

Sequence Number	
1	Returned (Undeliverable) Notification Letters Disposition Authority Number DAA-0064-2011-0004-0001

## Records Schedule Items

Sequence Number	
1	<p data-bbox="370 415 979 447"><b>Returned (Undeliverable) Notification Letters</b></p> <p data-bbox="370 468 1149 499">Disposition Authority Number      <b>DAA-0064-2011-0004-0001</b></p> <p data-bbox="370 520 1485 772"><b>Outgoing mail that was returned as undeliverable, consisting of letters notifying individuals of a breach in the protection of their personally identifiable information (PII) after a Clinton White House external hard drive maintained by NARA was confirmed to be missing. The uniform letters were addressed to individuals whose names and other identifiers were stored on the hard drive, informing them that their privacy may have been compromised, and offering one year of free credit monitoring. Years 2009-2010</b></p> <p data-bbox="370 793 922 825">Final Disposition                      <b>Temporary</b></p> <p data-bbox="370 846 857 877">Item Status                                <b>Active</b></p> <p data-bbox="370 898 816 930">Is this item media neutral?          <b>No</b></p> <p data-bbox="370 951 1360 1014">Explanation of limitation              <b>Paper only - Mail returned by post office as undeliverable</b></p> <p data-bbox="370 1035 816 1161">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="370 1192 678 1224"><b>Disposition Instruction</b></p> <p data-bbox="370 1245 1068 1276">Cutoff Instruction                        <b>Cut off at end of year</b></p> <p data-bbox="370 1297 849 1329">Transfer to Inactive Storage          <b>None</b></p> <p data-bbox="370 1350 1084 1381">Retention Period                         <b>Destroy 1 year(s) after</b></p> <p data-bbox="370 1423 678 1455"><b>Additional Information</b></p> <p data-bbox="370 1476 954 1507">GAO Approval                              <b>Not Required</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
04/27/2011	Certify	Richard Marcus	Records Officer	Office of Information Services - Records management Staff
12/20/2011	Submit for Concurrency	Erin Cayce	Appraiser	National Archives and Records Administration - Records Management Services
01/12/2012	Concur	Margaret Hawkins	Appraiser	National Records Management Program - Records Management Services
01/12/2012	Concur	Laurence Brewer	for	National Archives and Records Administration - Records Management Services
01/19/2012	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist