

Request for Records Disposition Authority

Records Schedule Number **DAA-0047-2011-0001**
Schedule Status **Proposed**
Agency or Establishment **Social Security Administration**
Record Group / Scheduling Group **Records of the Social Security Administration**
Records Schedule applies to **Agency-wide**
Schedule Subject **Office of Budget, Finance and Management**
Internal agency concurrences will be provided **Yes**

Background Information **This schedule authorizes the disposition of the record copy in any media (media neutral) Transfer records designated for permanent retention to the National Archives in accordance with NARA standards at the time of transfer**

These records consist of calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities of Federal employees while serving in an official capacity

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	1	2	0

GAO Approval

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Outline of Records Schedule Items for DAA-0047-2011-0001

Sequence Number	
1	Senior Officials and Assistants or Deputies to those Officials Disposition Authority Number DAA-0047-2011-0001-0001
2	Other Federal Employees Disposition Authority Number DAA-0047-2011-0001-0002
3	Routine Materials Disposition Authority Number DAA-0047-2011-0001-0003

Records Schedule Items

Sequence Number

1

Senior Officials and Assistants or Deputies to those Officials

Disposition Authority Number **DAA-0047-2011-0001-0001**

Records include substantive information relating to official activities when not incorporated in memoranda, reports, correspondence, or other records included in the official files

Final Disposition **Permanent**

Item Status **Pending**

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**

Manual Citation	Manual Title

Disposition Instruction

Cutoff Instruction **Unknown**

Transfer to Inactive Storage **Unknown**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 5 year(s) after cut-off**

Additional Information

First year of records accumulation **1996**

What will be the date span of the initial transfer of records to the National Archives? **Unknown**
Unknown

How frequently will your agency transfer these records to the National Archives? **Unknown**
Unknown

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper		

2

Microform		
Hardcopy or Analog Special Media		
Other Federal Employees		

Disposition Authority Number **DAA-0047-2011-0001-0002**

Records include substantive information relating to official activities when not incorporated into official files

Final Disposition **Temporary**

Item Status **Pending**

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**

Manual Citation	Manual Title

Disposition Instruction

Cutoff Instruction **Unknown**

Transfer to Inactive Storage **Unknown**

Retention Period **Destroy 2 year(s) after cut-off**

Additional Information

GAO Approval **Not Required**

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Routine Materials

Disposition Authority Number **DAA-0047-2011-0001-0003**

Files include no substantive information regarding the daily activities of any agency officials or records of any Federals employees containing substantive information when incorporated in official files

Final Disposition **Temporary**

Item Status **Pending**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in **No**

electronic format(s) other than
e-mail and word processing?

Manual Citation	Manual Title
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Disposition Instruction

Cutoff Instruction	Unknown
Transfer to Inactive Storage	Unknown
Retention Period	Destroy when no longer needed

Additional Information

GAO Approval	Not Required
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