

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0173-2021-0028

Status: APPROVED
Date Approved: 06/12/2024

General Information

Agency or Establishment	Federal Communications Commission
Record/Scheduling Group	0173 - Records of the Federal Communications Commission
Records Schedule Applies To	Agency Subdivision
Major Subdivision	Office of the Managing Director
Minor Subdivision	Front Office
Schedule Subject	President-Elect Transition Team Materials
Additional Schedule Information	The President-elect's Transition Team (PETT) represents the President-elect during the Presidential transition. The materials that PETT members create or receive are not Presidential records, but are considered private materials. However, transition briefing materials created by a Federal agency and any agency communications with the PETT are Federal records and will be managed through this agency-specific schedule.
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	No - the records covered by this schedule do not implicate Tribal interests

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Item Count

Total number of disposition items: 1

Number of Temporary disposition items: 0

Number of Permanent disposition items: 1

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0173-2021-0028

Item #	Title	Disposition
0001	President-Elect Transition Team Materials	Permanent

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Records Schedule Items

DAA-0173-2021-0028-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	President-Elect Transition Team Materials	
Item Description	These records are the Bureau and office level review sheets, as well as the background sheets and communications created and/or gathered by senior staff at FCC for the President-elect's Transition Team (PETT). Records may include, but are not limited to: organizational charts, briefing sheets, current status of issues before the Commission, event-driven materials of a time sensitive nature the incoming president should be aware of, succession plans, Human Capital reports, budget and strategic plans, workforce profiles and other FCC overviews.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	N/A	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Cutoff Instructions	Other: Cut off at the termination of the President-elect transition team.	
Are there multiple instructions for this item?	No	
Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff	
ADDITIONAL INFORMATION		
Current Records Format	Paper-based textual records:3 boxes ; Textual data:7 KB	
Approximate first year of records covered by this authority	2008	
End year of records covered by this authority	Still being created	
Date span of the initial transfer	From: --/--/---- To: --/--/----	
Are any of the records covered by this item subject to a FOIA exemption?	No	

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Signatory Information

Action	User	Date
Accept	Data Migration	11/01/2021
Approve	Colleen Shogan	06/12/2024