

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0478-2024-0002

Status: APPROVED
Date Approved: 07/10/2024

General Information

Agency or Establishment	Office of Personnel Management
Record/Scheduling Group	0478 - Records of the Office of Personnel Management
Records Schedule Applies To	Agency-wide
Schedule Subject	White House Fellows (WHF) Records
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

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0478-2024-0002

Status: APPROVED
Date Approved: 07/10/2024

Item Count

Total number of disposition items: 1

Number of Temporary disposition items: 1

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0478-2024-0002

Status: APPROVED
Date Approved: 07/10/2024

Outline of Records Schedule Items for DAA-0478-2024-0002

Item #	Title	Disposition
0001	White House Fellows Application Packages	Temporary

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0478-2024-0002

Status: APPROVED
Date Approved: 07/10/2024

Records Schedule Items

DAA-0478-2024-0002-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	White House Fellows Application Packages	
Item Description	Contains applicant biographical information, education information, employment information, volunteer and civic activity information. Also includes candidate responses to six essay questions, such as descriptions of their current employment, most significant professional achievement, most significant community service achievement, lifetime goals, their motivation for becoming a White House Fellow and a writing sample drafting a memorandum for the President. Three to four recommendation letters are also added to the applicant records upon receipt.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		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	Temporary	
Cutoff Instructions	Cut off at end of Calendar year when the application cycle ends.	
Retention Period	Destroy 10 year(s) after cutoff	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0478-2024-0002

Status: APPROVED
Date Approved: 07/10/2024

Signatory Information

Action	User	Date
Accept	Cecilia Cho	10/20/2023
Approve	Colleen Shogan	07/10/2024