

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0064-2011-0004

Status: INACTIVE  
Date Approved: 01/19/2012

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## General Information

Agency or Establishment	National Archives and Records Administration
Record/Scheduling Group	0064 - Records of the National Archives and Records Administration
Records Schedule Applies To	Agency Subdivision
Major Subdivision	General Counsel
Schedule Subject	Returned (Undeliverable) Notification Letters
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	Predate requirement

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## 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: 1

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

<b>Item #</b>	<b>Title</b>	<b>Disposition</b>
0001	Returned (Undeliverable) Notification Letters	Temporary

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Records Schedule Items

DAA-0064-2011-0004-0001	STATUS: INACTIVE - NOT FOR USE
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Returned (Undeliverable) Notification Letters
Item Description	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
Is this item media neutral?	No
Media limitation	Paper/analog only
Is this item a Big Bucket?	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
<b>DO NOT USE. Obsolete because records were disposed of at the FRC (PT-064-2011-0296) on 12/27/2023.</b>	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at end of year.
Retention Period	Destroy 1 year(s) after cut-off
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

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Signatory Information

<b>Action</b>	<b>User</b>	<b>Date</b>
Accept	Data Migration	05/02/2011
Approve	David Ferriero	01/19/2012