

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0220-2020-0001

Status: APPROVED  
Date Approved: 05/19/2020

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## General Information

Agency or Establishment	National Commission on Military, National, and Public Service
Record/Scheduling Group	0220 - Records of Temporary Committees, Commissions, and Boards
Records Schedule Applies to	Agency Subdivision
Major Subdivision	National Commission on Military, National, and Public Service
Schedule Subject	Records of the National Commission on Military, National, and Public Service
Additional Schedule Information	<p>Note: This schedule was modified after approval in ERA Base. If information regarding the modifications was created in ERA Base it will be found in the Revision Notes in NARA only attachments.</p> <p>The National Commission on Military, National, and Public Service (NCMNPS) was created by Congress to conduct a review of the military selective service process and to consider methods to increase participation in military, national, and public service among all Americans in order to address national security and other public service needs.</p> <p>Established on September 19, 2017, The Commission is an independent establishment of the Federal government comprised of eleven members appointed by Republican and Democratic leaders in the Congress and by the President. The Commissioners bring together diverse experiences from service in the military, public office, Congress, and nonprofit organizations.</p> <p>The Commission issued an interim report on January 23, 2019 and will issue its final report in March 2020. The final report will include policy recommendations and legislative proposals regarding all issues in the Commission's broad mandate. By statute, the Commission will cease operations on September 18, 2020.</p>
Is there a classified version of this form?	No
Is consultation and coordination with Tribal Governments required?	Predate requirement

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## Item Count

Total number of disposition items: 14

Number of Temporary disposition items: 4

Number of Permanent disposition items: 10

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 10

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Outline of Records Schedule Items for DAA-0220-2020-0001

<b>Item #</b>	<b>Title</b>	<b>Disposition</b>
0001	Commission Records : Establishment of the NCMNPS	Permanent
0002	Commission Records : Significant Actions and Decisions	Permanent
0003	Commission Records : Commissioners' Emails	Permanent
0004	Public Input	Permanent
0005	Substantive Program Records : Commission Meetings	Permanent
0006	Substantive Program Records : Commission Findings and Recommendations	Permanent
0007	Substantive Program Records : Commission Correspondence Files	Permanent
0008	Substantive Program Records : Congressional Correspondence and Communication	Permanent
0009	Public Website (Inspire2serve.gov - official NCMNPS website)	Permanent
0010	Special Media : Historically Significant Media	Permanent
0011	Special Media : Non-Substantive Media	Temporary
0012	Office Administrative Files	Temporary
0013	Social Media : Social Media Postings	Temporary
0014	Social Media : Videos on YouTube	Temporary

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Records Schedule Items

<b>Group Title</b>	Commission Records
<b>Group Description</b>	Mission records created by the organization when carrying out the unique activities for which it is established. These records document the establishment of the organization, as well as the significant actions and decisions made.
DAA-0220-2020-0001-0001	<b>STATUS: INACTIVE - NOT FOR USE</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Establishment of the NCMNPS
Item Description	These records document the establishment of the organization. They include legislative charter in Public Law 114-328 (National Defense Authorization Act) and amendments, reports mandated by law establishing the commission, appointment of Commissioners, and Commissioner biographies.
Is this item media neutral?	No
Media limitation	Digital 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>	
Final Disposition	Permanent
Are there multiple instructions for this item?	No
Transfer Instruction	Other: Transfer to the National Archives immediately after the termination of the Commission in September 2020.
<b>ADDITIONAL INFORMATION</b>	
Date span of the initial transfer	From: --/--/2016 To: --/--/2020
Are any of the records covered by this item subject to a FOIA exemption?	
DAA-0220-2020-0001-0002	<b>STATUS: INACTIVE - NOT FOR USE</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Significant Actions and Decisions

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Item Description	Business rules, enacting policies, and organizational and functional charts; and Commissioners' schedule.
Is this item media neutral?	No
Media limitation	Digital 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>	
Final Disposition	Permanent
Are there multiple instructions for this item?	No
Transfer Instruction	Other: Transfer to the National Archives immediately after the termination of the Commission in September 2020
<b>ADDITIONAL INFORMATION</b>	
Date span of the initial transfer	From: --/--/2017 To: --/--/2020
Are any of the records covered by this item subject to a FOIA exemption?	
<b>DAA-0220-2020-0001-0003</b>	
<b>STATUS: INACTIVE - NOT FOR USE</b>	
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Commissioners' Emails
Item Description	The Commissioners have oversight responsibility and the highest level of authority for NCMNPS decision making. In the course of their work. The Commissioners provide direction to the staff, coordinate Commission activity, and may engage in other communications relevant to Commission decision making.
Is this item media neutral?	No
Media limitation	Digital 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>	
Final Disposition	Permanent

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Are there multiple instructions for this item?	No
Transfer Instruction	Other: Transfer to the National Archives immediately after the termination of the Commission in September 2020.
<b>ADDITIONAL INFORMATION</b>	
Date span of the initial transfer	From: --/--/2017 To: --/--/2020
Are any of the records covered by this item subject to a FOIA exemption?	

DAA-0220-2020-0001-0004	<b>STATUS: INACTIVE - NOT FOR USE</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Public Input
Item Description	Public comments, statements for the record, and other input received from the public in connection with the operations of the Commission, along with relevant supporting data generated or accumulated by the Commission.
Is this item media neutral?	No
Media limitation	Digital 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>	
Final Disposition	Permanent
Are there multiple instructions for this item?	No
Transfer Instruction	Other: Transfer to the National Archives immediately after the termination of the Commission in September 2020.
<b>ADDITIONAL INFORMATION</b>	
Date span of the initial transfer	From: --/--/2017 To: --/--/2020
Are any of the records covered by this item subject to a FOIA exemption?	

Group Title	Substantive Program Records
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<b>Group Description</b>	Records documenting the evaluation of issues considered by the Commission and its work groups along with records concerning their significant actions and decisions. Only one of each record is considered permanent.
<b>DAA-0220-2020-0001-0005</b>	<b>STATUS: INACTIVE - NOT FOR USE</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Commission Meetings
Item Description	Includes records of public meetings, public hearings, and meetings between Commission staff or Commissioners and third parties. Includes agendas, materials presented to or prepared by or for the Commission, such as read ahead packets, background materials, reports (including drafts), and presentations; meeting minutes; transcripts and/or audio-visual records of meetings and hearings.
Is this item media neutral?	No
Media limitation	Digital 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>	
Final Disposition	Permanent
Are there multiple instructions for this item?	No
Transfer Instruction	Other: Transfer to the National Archives immediately after the termination of the Commission in September 2020.
<b>ADDITIONAL INFORMATION</b>	
Date span of the initial transfer	From: --/--/2017 To: --/--/2020
Are any of the records covered by this item subject to a FOIA exemption?	
<b>DAA-0220-2020-0001-0006</b>	<b>STATUS: INACTIVE - NOT FOR USE</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Commission Findings and Recommendations

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Item Description	One copy each of the Commission's final report, along with any memoranda, letters to agency, studies, and programs/pamphlets produced by or for the Commission relating to its final report or recommendations; Commission presentations or briefings of findings; decision documents to the extent not included in other categories of this schedule.
Is this item media neutral?	No
Media limitation	Digital 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>	
Final Disposition	Permanent
Are there multiple instructions for this item?	No
Transfer Instruction	Other: Transfer to the National Archives immediately after the termination of the Commission in September 2020.
<b>ADDITIONAL INFORMATION</b>	
Date span of the initial transfer	From: --/--/2017 To: --/--/2020
Are any of the records covered by this item subject to a FOIA exemption?	
<b>DAA-0220-2020-0001-0007 STATUS: INACTIVE - NOT FOR USE</b>	
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Commission Correspondence Files
Item Description	Records documenting discussions, decisions or actions related to the work of the commission (excluding administrative or logistical matters) regardless of format or media.
Is this item media neutral?	Yes
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>	



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Final Disposition	Permanent
Are there multiple instructions for this item?	No
Transfer Instruction	Other: Transfer to the National Archives immediately after the termination of the Commission in September 2020.

**ADDITIONAL INFORMATION**

Date span of the initial transfer	From: --/--/2017 To: --/--/2020
Are any of the records covered by this item subject to a FOIA exemption?	

**DAA-0220-2020-0001-0008** **STATUS: INACTIVE - NOT FOR USE**

**ITEM GENERAL INFORMATION**

Item Title	Congressional Correspondence and Communication
Item Description	Includes testimony, legislative proposals, or other reports as well as formal correspondence with Congress.
Is this item media neutral?	Yes
Is this item a Big Bucket?	

**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
Are there multiple instructions for this item?	No
Transfer Instruction	Other: Transfer to the National Archives immediately after the termination of the Commission in September 2020.

**ADDITIONAL INFORMATION**

Date span of the initial transfer	From: --/--/2017 To: --/--/2020
Are any of the records covered by this item subject to a FOIA exemption?	

**DAA-0220-2020-0001-0009** **STATUS: INACTIVE - NOT FOR USE**

**ITEM GENERAL INFORMATION**

Item Title	Public Website (Inspire2serve.gov - official NCMNPS website)
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Item Description	All Commission reports, news releases, Commissioner biographies, meeting and briefing materials.
Is this item media neutral?	No
Media limitation	Digital 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>	
Final Disposition	Permanent
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives immediately after termination of the commission.
<b>ADDITIONAL INFORMATION</b>	
Date span of the initial transfer	From: --/--/1999 To: --/--/2020
Are any of the records covered by this item subject to a FOIA exemption?	

<b>Group Title</b>	<b>Special Media</b>
DAA-0220-2020-0001-0010	<b>STATUS: INACTIVE - NOT FOR USE</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Historically Significant Media
Item Description	Records that document significant moments in the NCMNPS history and/or noteworthy NCMNPS accomplishments in carrying out its mission. Includes still photographs, videos and films and any related finding aids of Commission members and staff.
Is this item media neutral?	Yes
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

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<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Permanent
Are there multiple instructions for this item?	No
Transfer Instruction	Other: Transfer to the National Archives immediately after the termination of the Commission in September 2020.
<b>ADDITIONAL INFORMATION</b>	
Date span of the initial transfer	From: --/--/2017 To: --/--/2020
Are any of the records covered by this item subject to a FOIA exemption?	
<b>DAA-0220-2020-0001-0011</b> <span style="float: right;"><b>STATUS: Active</b></span>	
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Non-Substantive Media
Item Description	These records do not have value beyond their functional use. They contain insufficient historical value to warrant preservation in the National Archives once the business needs of the agency have been met.
Is this item media neutral?	Yes
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>	
Final Disposition	Temporary
Retention Period	Other: Destroy after termination of the Commission.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

<b>DAA-0220-2020-0001-0012</b> <span style="float: right;"><b>STATUS: Active</b></span>	
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Office Administrative Files

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Item Description	<p>Records accumulated that relate to the internal administration or housekeeping activities of the Commission and include:</p> <ul style="list-style-type: none"> <li>- office level administrative policies and procedures and files related to their development;</li> <li>- daily calendars or schedules of Commission staff;</li> <li>- informal requests and tracking of personal training, travel, supplies and equipment, excluding procurement and payment records that are accountable;</li> <li>- internal office activity and workload reports;</li> <li>- studies and analysis of office administrative functions and activities;</li> <li>- minutes of internal meetings related solely to administrative activities;</li> <li>- continuity and emergency contact information;</li> <li>- copies of personnel files where the originals are maintained outside of the Commission;</li> <li>- public affairs -- logistics, planning, and correspondence with the general public unrelated to research that the Commission does not act upon;</li> <li>- records related to developing speeches, publications, education material, posters, or public outreach materials.</li> </ul> <p>The Privacy Act applies to several of these files.</p>
Is this item media neutral?	Yes
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>	
Final Disposition	Temporary
Retention Period	Other: Destroy when business use ceases or the Commission ends, whichever comes first.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

Group Title	Social Media
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<b>DAA-0220-2020-0001-0013</b>		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Social Media Postings	
Item Description	NCMPS has an account for each of several commercial networking sites in order to provide information to the public. These social networking sites include Facebook, Twitter, Instagram, LinkedIn.	
Is this item media neutral?	No	
Media limitation	Digital 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>		
Final Disposition	Temporary	
Retention Period	Other: Delete at termination of the Commission.	
<b>ADDITIONAL INFORMATION</b>		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	
<b>DAA-0220-2020-0001-0014</b>		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Videos on YouTube	
Item Description	Postings on YouTube of videos regarding NCMNPS activities	
Is this item media neutral?	No	
Media limitation	Digital 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>		
Final Disposition	Temporary	
Retention Period	Other: Remove videos from YouTube site at termination of the Commission or when no longer relevant to the agency's mission, whichever is latest.	

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ADDITIONAL INFORMATION	
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	11/19/2019
Approve	David Ferriero	05/19/2020