

Request for Records Disposition Authority

Records Schedule Number DAA-0220-2021-0003

Schedule Status Modified Approved Version

Agency or Establishment National Security Commission on Artificial Intelligence

Record Group / Scheduling Group Records of Temporary Committees, Commissions, and Boards

Records Schedule applies to Agency-wide

Schedule Subject Records of the National Security Commission on Artificial Intelligence

Internal agency concurrences will be provided No

Background Information

The National Security Commission on Artificial Intelligence (NSCAI) was created by Congress to review advances in artificial intelligence, related machine learning developments, the competitiveness of the United States in artificial intelligence, and other associated technologies, including matters related to national security, defense, public-private partnerships, and investments. Established on August 13, 2018, Section 1051 of the John S. McCain Authorization Act for FY 2019 (P.L. 115-232), the Commission is an independent establishment of the Federal government composed of fifteen members appointed by members of Congress and the Secretary of Defense. The Commissioners bring together diverse experiences from service in the military, public office, Congress, and private industry. The Commission issued an interim report on November 13, 2019 and will issue its final report on March 1, 2021. 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 October 1, 2021.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
8	4	4	0

GAO Approval

Outline of Records Schedule Items for DAA-0220-2021-0003

Sequence Number	
1	Substantive Committee Records Disposition Authority Number: DAA-0220-2021-0003-0001
2	Substantive Audiovisual Records Disposition Authority Number: DAA-0220-2021-0003-0002
3	Committee Accountability Records Disposition Authority Number: DAA-0220-2021-0003-0003
4	Non-substantive Committee Records Disposition Authority Number: DAA-0220-2021-0003-0004
5	Committee Management Records Disposition Authority Number: DAA-0220-2021-0003-0005
6	Significant Legal Opinions Disposition Authority Number: DAA-0220-2021-0003-0006
7	All Other Legal Opinions Disposition Authority Number: DAA-0220-2021-0003-0007
8	Public Website - (nscai.gov - official National Security Commission on Artificial Intelligence website) Disposition Authority Number: DAA-0220-2021-0003-0008

Records Schedule Items

Sequence Number	
1	<p data-bbox="345 380 805 411">Substantive Committee Records</p> <p data-bbox="345 432 1149 464">Disposition Authority Number DAA-0220-2021-0003-0001</p> <p data-bbox="345 489 1503 1436">Records documenting the establishment and formation of the Commission and its significant actions carrying out the unique activities for which it is established. These records document the establishment of the Commission in accordance with (IAW) Section 1051 John S. McCain National Defense Authorization Act (NDAA) Fiscal Year (FY) 2019 P.L. 115-, House Armed Services (HASC) / Senate Armed Services Committee (SASC), legislative Charter, pre and post Federal Advisory Committee Act (FACA), 24 June 2020, amendments, reports mandated by law establishing the commission, appointment of Commissioners, and Commissioner biographies. Captured also are records documenting public meetings, public hearings, and plenaries, conferences, and meetings between Commission Staff, and/or Commissioners and third parties including agendas, briefing materials prepared and presented by the Commission such as read ahead packets, memos, summaries of conclusions, reports, drafts, meeting minutes and public comments; transcripts or records of plenaries/conferences, meetings and hearings as well as the significant actions and decisions made. Included is one copy of each of the Commission's reports to Congress; initial, interim, White Papers and quarterly recommendation memoranda produced by or for the Commission relating to the final report as well as public speeches, prepared statements, remarks, and one copy of all documents released to the press. Correspondence via email and social media, where applicable, is captured at the account level for the entire tenure of the individual serving in a given position. Positions captured at the account level include: Chair, Vice Chair, Commissioners, Executive Director, Chief of Staff, General Counsel, Public Affairs Officer, Executive Secretariat, Designated Federal Officer/Director of Operations, Research and Analysis Team Leads, and Legislative Affairs Officer.</p> <p data-bbox="345 1457 922 1488">Final Disposition Permanent</p> <p data-bbox="345 1512 850 1543">Item Status Active</p> <p data-bbox="345 1566 805 1598">Is this item media neutral? No</p> <p data-bbox="345 1621 1076 1652">Explanation of limitation Electronic format only.</p> <p data-bbox="345 1675 805 1797">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p data-bbox="345 1820 1149 1875">GRS or Superseded Authority Citation DAA-GRS-2015-0001-0001</p>

Disposition Instruction

Transfer to the National Archives for Accessioning Transfer to the National Archives immediately after the termination of the Commission in October 2021.

Additional Information

What will be the date span of the initial transfer of records to the National Archives? From 2019 To 2021

How frequently will your agency transfer these records to the National Archives? Unknown
This is a one-time transfer at sunset of the Commission.

Substantive Audiovisual Records

Disposition Authority Number DAA-0220-2021-0003-0002

Substantive audiovisual records documenting events, subjects, and personalities of significance to the NSCAI mission including captioned digital still photographs, video, and related finding aids.

Final Disposition Permanent

Item Status Active

Is this item media neutral? No

Explanation of limitation Electronic format only.

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

GRS or Superseded Authority Citation DAA-GRS-2015-0001-0002

Disposition Instruction

Transfer to the National Archives for Accessioning Transfer to the National Archives immediately after termination of the Commission in October 2021.

Additional Information

What will be the date span of the initial transfer of records to the National Archives? From 2019 To 2021

How frequently will your agency transfer these records to the National Archives? Unknown
This is a one-time transfer at sunset of the Commission.

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Committee Accountability Records

Disposition Authority Number DAA-0220-2021-0003-0003

Records that document financial and ethics accountability, such as records documenting financial expenditures associated with the functioning of the committee and financial disclosure and conflict of interest documents. Records include travel costs, committee member payments, meeting room costs, contractor costs, Federal Register notice costs.

Final Disposition Temporary

Item Status Active

Is this item media neutral? No

Explanation of limitation Electronic format only.

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

GRS or Superseded Authority Citation DAA-GRS-2015-0001-0004

Disposition Instruction

Retention Period Destroy when 6 yrs old.

Additional Information

GAO Approval Not Required

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Non-substantive Committee Records

Disposition Authority Number DAA-0220-2021-0003-0004

Records of an administrative nature or those duplicative of information maintained elsewhere. Included are drafts and copies of Federal Register notices; records relating to logistical or administrative aspects of committee meetings and activities; public requests for information; non-substantive Committee membership records; and digital still images and video recordings that are duplicative, that are deemed to be technically or aesthetically inferior, or that provide coverage deemed to be in excess of what is necessary for adequate documentation of historically significant National Security Commission on Artificial Intelligence (NSCAI) events, subjects, or personalities otherwise captured in the permanent Substantive Audiovisual Records and Significant Program Records items described above. Correspondence via email and social media, where applicable, is captured at the account level for the entire tenure of the individual serving in a position other than those positions identified by title and captured in the Substantive Commission Records item described above.

Final Disposition Temporary
Item Status Active
Is this item media neutral? No
Explanation of limitation Electronic format only.
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No
GRS or Superseded Authority Citation DAA-GRS-2015-0001-0005

Disposition Instruction

Retention Period Destroy immediately after termination of the Commission in October 2021.

Additional Information

GAO Approval Not Required

Committee Management Records

Disposition Authority Number DAA-0220-2021-0003-0005

Records created and/or maintained by the Committee Management Officer and their staff related to the overall management of the Commission FACA responsibilities. Records include agency guidelines, requests for approval of Commission nominees; copies of records about the Commission maintained for reporting purposes; and financial operating plans and final cost accountings.

Final Disposition Temporary
Item Status Active
Is this item media neutral? No
Explanation of limitation Electronic format only.
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No
GRS or Superseded Authority Citation DAA-GRS-2015-0001-0006

Disposition Instruction

Retention Period Destroy when 6 years old.

Additional Information

GAO Approval Not Required

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Significant Legal Opinions

Disposition Authority Number **DAA-0220-2021-0003-0006**

Legal opinions, briefs, and supporting documentations about legislation, litigation, and internal policy that affect mission-related activities and are precedent-setting or attract congressional, Presidential, or national media attention.

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **No**

Explanation of limitation **Electronic format only.**

Do any of the records covered
by this item currently exist in
electronic format(s) other than e-
mail and word processing? **No**

Disposition Instruction

Transfer to the National Archives
for Accessioning **Transfer to the National Archives immediately after
termination of the Commission in October 2021.**

Additional Information

What will be the date span of the
initial transfer of records to the
National Archives? **From 2019 To 2021**

How frequently will your agency
transfer these records to the
National Archives? **Unknown
This is a one-time transfer at sunset of the
Commission.**

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All Other Legal Opinions

Disposition Authority Number **DAA-0220-2021-0003-0007**

**Legal opinions, briefs, and supporting documentation that do not meet the
definition of a significant legal opinion.**

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **No**

Explanation of limitation **Electronic format only.**

Do any of the records covered
by this item currently exist in
electronic format(s) other than e-
mail and word processing? **No**

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Disposition Instruction

Retention Period Destroy immediately after the termination of the Commission in October 2021, or after the completion of all legal actions related to the case whichever is longer.

Additional Information

GAO Approval Not Required

Public Website - (nscai.gov - official National Security Commission on Artificial Intelligence website)

Disposition Authority Number DAA-0220-2021-0003-0008

All Commission reports to Congress, press releases, podcasts, biographies, scheduled events, meetings, and briefing materials.

Final Disposition Permanent

Item Status Inactive

Is this item media neutral? No

Explanation of limitation Electronic format only.

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Inactive Status Explanation This website was donated as a part of the collection entitled CyberCemetery, which is a digital repository hosted by the University of North Texas Libraries. <https://cybercemetery.unt.edu/nscai/20211005220330/http://nscai.gov/>

Disposition Instruction

Cutoff Instruction Cutoff at termination of the Commission in October 2021.

Transfer to the National Archives for Accessioning Transfer to the University of North Texas upon termination of the Commission under the provisions of the affiliated archives relationship established in 2006.

Additional Information

What will be the date span of the initial transfer of records to the National Archives? From 2019 To 2021

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

Unknown
This is a one-time transfer at sunset of the Commission.

Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
05/20/2021	Certify	Angela Stacks	Operattions Speciali st	OSD - WHS
09/17/2021	Submit for Concur rence	Sean Curry	Senior Appraisal Arc hivist	National Archives and Records Administration - Agency Services
09/17/2021	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - ACNR Records Management Services
09/17/2021	Concur	Laurence Brewer	Chief Records Office r	National Records and Archives Administration - National Records and Archives Administration
09/20/2021	Approve	David Ferriero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist

Executive Summary

Summary

The National Security Commission on Artificial Intelligence (NSCAI) requests disposition authority for its comprehensive records schedule. Proposed for permanent retention are substantive committee, audio-visual, legal, and Web records. These records have permanent value because they document significant actions of Federal officials. Proposed for temporary retention are non-substantive committee, committee management, legal, and committee accountability records. These records have temporary value because they are routine administrative and operational files and do not document commission policies and decisions, significant actions of Federal officials or the rights of citizens.

Permanent Item Numbers 0001, 0002, 0006, 0008

Federal Register Notice Required

Publication Date 2021-07-30

Copies Requested 0

Comments Received 0