

GRS 6.8 Temporary Commissions, Committees, and Boards Records

This file contains two documents. The Draft Schedule contains the proposed text of the new GRS in publication format. The Draft Appraisal Memorandum provides additional background explanation and includes the appraiser's justification for the retention decisions proposed in the schedule.

THE SCHEDULE IS NOT APPROVED FOR USE.

National Archives and Records Administration
Office of the Chief Records Officer
GRS Team
April 9, 2025

GENERAL RECORDS SCHEDULE 6.8: Temporary Commissions, Committees, and Boards Records

This schedule covers records of any commission, committee, or board of the executive branch that:

- Is not governed by the Federal Advisory Committee Act (FACA);
- Was established by public law, or by executive order or presidential declaration in implementation of a public law;
- Has a termination date or event in its establishing legislation or presidential directive; and
- Reports its work and findings to the President, to Congress, or to both.

It also covers the records of any commission, committee, or board of the Legislative branch that:

- Was established by act or resolution of the United States Congress; and
- Has a termination date or event in its establishing legislation.

To be considered part of the Legislative branch one of the following must be true:

- The commission's establishing act or resolution must state that it is part of the legislative branch; or
- During its existence the commission explicitly informed NARA that it understood itself to be part of the legislative branch.

For the purposes of this schedule, the term "organization" refers to a temporary commission, committee or board as defined above.

Conditions and Exclusions

This schedule may not be applied to commissions, committees, and boards that are:

1. Established by an agency head for internal purposes. Mission-related internal commissions and committees require an agency-specific schedule. Administrative-related internal committees are covered by GRS 5.1.030.
2. Subject to the Federal Advisory Committee Act (FACA). Use GRS 6.2 for these organizations.
3. Subject to the Presidential Records Act.
4. Special Inspector Generals.
5. Not established with a termination date or event in its establishing legislation or Presidential directive. These require an organization-specific schedule.

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This schedule does not supersede existing approved schedules for temporary commissions, committees or boards. It is day forward for unscheduled organizations only. Such organizations should schedule any unique records they have that do not fall under this GRS. Organizations may also submit schedules to deviate from this GRS.

Short-term Records Covered by other GRS

Temporary commissions, committees, and boards can use the following GRS that have either short-term retentions or allow for records to be destroyed when no longer needed for business use. Organizations should review the GRS and corresponding FAQs before applying these items to their records.

- **Intermediary records:** GRS 5.2.020. Destroy upon creation or update of the final record, or when no longer needed for business use, whichever is later.
- **Public correspondence and communications not requiring formal action:** GRS 6.4.020. Destroy when 90 days old, but longer retention is authorized if required for business use. (Note, these records also typically meet the criteria for transitory records.)
- **Public affairs product production files:** GRS 6.4.030. Destroy when no longer needed for business use.
- **Routine media relations records:** GRS 6.4.040. Destroy when no longer needed for business use.
- **Transitory records:** GRS 5.2.010. Destroy when no longer needed for business use, or according to the organization's predetermined time period or business rule.

Item	Records Description	Disposition Instruction	Disposition Authority
010	<p>Mission records</p> <p>Records documenting the establishment of the organization, its membership and organizational structure, and its actions, decisions, and recommendations. This includes all documents that provide evidence of how decisions were made, such as organization establishment records, records of the organization head, non-administrative correspondence, meeting records, reports, publications, audio or video recordings of meetings or hearings that were not transcribed, photographs of members and events, posters, and fundraising project files.</p> <p>For more examples of mission records common to temporary commissions, committees, and boards, see the Frequently Asked Questions (FAQs) for this schedule.</p> <p>Notes:</p>	<p>Permanent. Transfer to the National Archives immediately upon termination of the organization.</p>	<p>DAA-GRS-2025-XXXX-0001</p>

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Item	Records Description	Disposition Instruction	Disposition Authority
	<ol style="list-style-type: none">1. Organizations may choose to propose correspondence files at the staff or program level as temporary by submitting a schedule to NARA.		
020	<p>Electronic mail and electronic messages Electronic mail and messages created or received by organization members and staff.</p> <p>Note:</p> <ol style="list-style-type: none">1. Temporary commissions, committees and boards may also choose to apply GRS 6.1, Email and Other Electronic Messages Managed under a Capstone Approach, to their email records by submitting a NA Form 1005, Verification for Implementing GRS 6.1. Refer to GRS 6.1 for instructions related to that process.2. Organizations may choose to propose email at the staff or program level as temporary by submitting a schedule to NARA or a NA Form 1005.3. Organizations may cull email that are personal materials, non-record, or transitory records.	Permanent. Transfer to the National Archives immediately upon termination of the organization.	DAA-GRS-2025-XXXX-0002
030	<p>Public websites Web pages and content on external websites operated or maintained by the organization.</p> <p>Note:</p> <ol style="list-style-type: none">1. For website design and management records, see item 080 of this schedule or GRS 3.1.020.	Permanent. Transfer to the University of North Texas immediately upon termination of the organization, under the provisions of the affiliated archives relationship established in 2006.	DAA-GRS-2025-XXXX-0003
040	<p>Social media records Posts to social media platforms including blogs, vlogs, videos, audio recordings, images and text created by the organization agency.</p> <p>Exclusions:</p>	Permanent. Transfer to the National Archives immediately upon termination of the organization.	DAA-GRS-2025-XXXX-0004

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Item	Records Description	Disposition Instruction	Disposition Authority
	<ol style="list-style-type: none">1. Records that are non-recordkeeping copies because the recordkeeping copy is captured as permanent under item 010 of this schedule. Use GRS 5.1.020, non-recordkeeping copies instead.		
050	<p>Accountability records</p> <p>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. Includes financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting, as well as administrative and accounting records related to fundraising efforts.</p> <p>Exclusions:</p> <ol style="list-style-type: none">1. Fundraising project files. See item 010 of this schedule.2. Forms filed under the Ethics in Government Act. Use GRS 2.8, Employee Ethics Records.	Temporary. Destroy when 7 years old. Longer retention is authorized if required for business use.	DAA-GRS-2025-XXXX-0005
060	<p>Administrative, non-mission records</p> <p>Records related to day-to-day administrative and operational support activities that do not significantly contribute to the understanding of the decisions and actions of the commission, committee or board. Includes but is not limited to:</p> <ul style="list-style-type: none">• Legal opinions and litigation records related to administrative matters• Working files and background research materials (see GRS 6.8 FAQ for more information on identifying working files)• Records of logistics related to meeting planning• Office-level procedures for administrative activities• Calendars or schedules of daily activities of non-high-level officials• Internal office activity and workload reports <p>Records covered by other General Records Schedules that may be disposed of using this item include:</p>	Temporary. Destroy immediately upon termination of the entity.	DAA-GRS-2025-XXX-0006

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Item	Records Description	Disposition Instruction	Disposition Authority
	<ul style="list-style-type: none">• Administrative records maintained in any agency office: See GRS 5.1.010 for definition. Organizations may also use GRS 5.1.010 instead.• Website design and management records: See GRS 3.1.020 for definition.• Public affairs-related routine operational records: See GRS 6.4.010 for definition.• Routine audiovisual records: See GRS 6.4.050 for definition. <p>Note: See GRS 5.2.010 for transitory records and GRS 5.2.020 for intermediary records.</p>		



Office of the Chief
Records Officer for the
U.S. Government

Date: April 9, 2025
Appraiser: ACRS
Agency: General Records Schedules
Subject: DAA-GRS-2025-000X

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INTRODUCTION

Schedule Subject

GRS 6.8, Temporary Commissions, Committees and Boards Records

Additional Background Information

This is a new General Records Schedule to cover the most common records found in temporary commissions, committees and boards (CCBs). NARA developed this schedule because these entities often need to schedule records quickly as they are shutting down. A GRS will reduce the need to schedule most, if not all, of a CCBs records. The schedule is based in part of GRS 6.2, Federal Advisory Committee Records, because it is often used as a model when scheduling records of temporary CCBs. NARA also reviewed thirty-four schedules from thirty-two temporary CCBs to identify common records.

This schedule does not supersede any existing schedules for temporary CCBs. It only applies to temporary CCBs that do not have approved records schedules.

Temporary CCB records that are not included in this GRS must be scheduled on an agency-specific schedule.

NARA will provide temporary CCBs with a form they can use to provide date span and volume information for their permanent records.

Overall Recommendation

Approval of the attached schedule is recommended based on NARA Directive 1441 Appraisal Policy of the National Archives and Records Administration.

APPRAISAL

Item 0001 (GRS 6.8.010): Mission Records

Proposed Disposition: Permanent

Appropriateness of Proposed Disposition: Appropriate.

Superseded items: None

Reason for rescheduling: Not applicable

Appraisal Justification:

- Records significantly document actions of the federal government essential to understanding and evaluating government actions. These records document the primary activities for which a temporary commission, committee or board exists.
- Similar records are scheduled as permanent for Federal Advisory Committees (DAA-GRS-2015-0001-0001, GRS 6.2.010).

Adequacy of Proposed Transfer Instructions: Appropriate.

Media Neutrality: Approved.

Item 0002 (GRS 6.8.020): Electronic Mail and Electronic Messages

Proposed Disposition: Permanent

Appropriateness of Proposed Disposition: Appropriate.

Superseded items: None

Reason for rescheduling: Not applicable

Appraisal Justification:

- Records significantly document actions of the federal government essential to understanding and evaluating government actions. These records document the actions and decisions of these entities, especially where high-level (Capstone) officials are concerned.
- Similar records are scheduled as permanent for high-level (Capstone) officials in DAA-GRS-2022-0006-0001, GRS 6.1.010). Entities that have lower-level staff and believe those records should be temporary can submit a schedule for those records. Entities can also choose to apply the Capstone approach by submitting a NA-1005 to use GRS 6.1.

Adequacy of Proposed Transfer Instructions: Appropriate.

Media Neutrality: Approved.

Item 0003 (GRS 6.8.030): Public Websites

Proposed Disposition: Permanent

Appropriateness of Proposed Disposition: Appropriate.

Superseded items: None

Reason for rescheduling: Not applicable

Appraisal Justification:

- Records significantly document actions of the federal government essential to understanding and evaluating government actions. The websites of temporary commissions, committees and boards represent how they provided information and interacted with the public.

Adequacy of Proposed Transfer Instructions: Appropriate.

Media Neutrality: Approved.

Item 0004 (GRS 6.8.040): Social Media Records

Proposed Disposition: Permanent

Appropriateness of Proposed Disposition: Appropriate.

Superseded items: None

Reason for rescheduling: Not applicable

Appraisal Justification:

- Records significantly document actions of the federal government essential to

understanding and evaluating government actions. Social media sites of temporary commissions, committees and boards represent how they provided information and interacted with the public.

Adequacy of Proposed Transfer Instructions: Appropriate.

Media Neutrality: Approved.

Item 0005 (GRS 6.8.050): Accountability Records

Proposed Disposition: Temporary

Appropriateness of Proposed Disposition: Appropriate.

Superseded items: None

Reason for rescheduling: Not applicable

Appraisal Justification:

- Records document routine administrative functions, rather than an entity's core mission. These records primarily relate to financial transactions and ethics. The entities could use other GRS items for these records, but we are providing a single, standardized item for ease of use.

Adequacy of Proposed Retention Period: Adequate from the standpoint of legal rights and accountability. Financial, ethics, and other similar records that hold the government and federal employees accountable for administrative activities have a 6 year retention where they are currently covered by the GRS. We are in the process of standardizing GRS retentions, so we are proposing a 7 year retention for these records. The purpose of this item is to give CCBs a single disposition authority for these types of records.

Media Neutrality: Approved.

Item 0006 (GRS 6.8.060): Administrative, non-mission records

Proposed Disposition: Temporary

Appropriateness of Proposed Disposition: Appropriate.

Superseded items: None

Reason for rescheduling: Not applicable

Appraisal Justification:

- Records document routine administrative functions, rather than an entity's core mission. The entities could use other GRS items for these records, but we are providing a single, standardized item for ease of use.

Adequacy of Proposed Retention Period: Adequate from the standpoint of legal rights and accountability. This item covers administrative records that are typically covered by a GRS and are not required to account for government actions (such as financial and ethics records covered by item 0005). The purpose of this item is to give temporary CCBs authority to destroy records that have no purpose or value once the CBB closes, often sooner than would be allowed if they were to use other GRS items. This item states that it can be used in lieu of the following GRS items: GRS 3.1.020, Information technology operations and maintenance records (referenced specifically for website design and maintenance records), 3 year retention; GRS 6.4.010, Public affairs-related routine operational records, 3 year retention; GRS 6.4.050, Routine audiovisual records, 2 year retention. The retention ensures that records are retained as long as the entity exists. Entities may also choose to apply the appropriate GRS item to these records if it allows them to destroy the records sooner.

Media Neutrality: Approved.