**Checklist for Preparing Records for Transfer to NARA under**

**GRS 6.2, Federal Advisory Committee Records**

We provide this checklist as a tool to help you prepare permanent FACA committee records for transfer to NARA. It helps agencies identify the final disposition of FACA committee records scheduled by GRS 6.2, whether you will transfer the records to the National Archives or destroy them after a certain period of time. You should review the checklist for records you are preparing for transfer and check off those that you have. Include in the transfer to NARA only those records identified as permanent. This checklist is not an exhaustive list of committee records. If you have records not on this list and are unsure about their disposition, please contact the GRS Team at GRS\_Team@nara.gov.

You must transfer permanent committee records to NARA either when a committee terminates or when the records are 15 years old, whichever is sooner. **You should transfer this checklist with the permanent records to NARA.** This list does not serve as a replacement for the box or folder list that you should also transfer to NARA with the records.

Sponsoring agencies must designate which copy of a record is the recordkeeping copy of permanent committee records. **Only one copy of the records should be the official recordkeeping copy that is transferred to the National Archives.** Arrange committee records by committee, not by the type of record (e.g. we should not receive a collection of charters for multiple committees; you should transfer original charters with the other permanent records related to the committee, regardless of where you maintain them).

If your agency general counsel designates Presidential advisory committee’s records as Federal records, you should send a memo with the transfer of permanent records that establishes that the records are Federal and not Presidential. If the records are designated as Presidential records, you cannot apply this GRS and your agency should contact the Presidential Library Division of the National Archives.

**Note:** Records establishing a committee whose only purpose is peer review of grant proposals, or records documenting the committee’s membership, activities and decisions, are temporary (DAA-GRS-2015-0001-0003). Do not transfer them to the National Archives.

**Checklist for Preparing FACA Committee Records for Transfer to NARA**

**Committee Establishment and Termination**

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| **** | **Type of Record** | **Disposition** | **Disposition Authority** |
|  | Charters (original, renewal, re-establishment, and amended) | Transfer to NARA | DAA-GRS-2015-0001-0001 |
|  | Enacting legislation | Transfer to NARA | DAA-GRS-2015-0001-0001 |
|  | Explanation of committee need, when required | Transfer to NARA | DAA-GRS-2015-0001-0001 |
|  | Filing letters to Congress | Transfer to NARA | DAA-GRS-2015-0001-0001 |
|  | Organization charts | Transfer to NARA | DAA-GRS-2015-0001-0001 |
|  | Committee-specific bylaws and standard operating procedures or guidelines | Transfer to NARA | DAA-GRS-2015-0001-0001 |
|  | Termination documentation (i.e., email, letter, memo, etc.) | Transfer to NARA | DAA-GRS-2015-0001-0001 |

**Committee Membership Records**

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| **** | **Type of Record** | **Disposition** | **Disposition Authority** |
|  | Memos or similar documentation of how or why individual members were selected, if they exist | Transfer to NARA | DAA-GRS-2015-0001-0001 |
|  | Membership balance plans | Transfer to NARA | DAA-GRS-2015-0001-0001 |
|  | Membership rosters | Transfer to NARA | DAA-GRS-2015-0001-0001 |
|  | Appointment letters (all categories) | Transfer to NARA | DAA-GRS-2015-0001-0001 |
|  | Resignation or termination letters | Transfer to NARA | DAA-GRS-2015-0001-0001 |
|  | Requests for approval of committee nominees | Agency may destroy when 3 years old | DAA-GRS-2015-0001-0006 |
|  | Resumes/curriculum vitae or biographical information for individuals who are considered or nominated for a committee but are never appointed or invited to serve on a committee | Agency destroys when superseded, obsolete, or when no longer needed | DAA-GRS-2015-0001-0005 |
|  | Member credentials (resumes or biographies) | Agency destroys when superseded, obsolete, or when no longer needed | DAA-GRS-2015-0001-0005 |
|  | Member files (personnel-type records) | Agency destroys when superseded, obsolete, or when no longer needed | DAA-GRS-2015-0001-0005 |
|  | Financial disclosure documents and conflict of interest documents – Forms filed under the Ethics in Government Act | See GRS 2.8, Employee Ethics Records (multiple items may apply) |  |
|  | Financial disclosure documents and conflict of interest documents – Forms NOT filed under the Ethics in Government Act | Agency destroys when 6 years old, or when no longer needed | DAA-GRS-2015-0001-0004 |

**Committee Meetings and/or Hearings (these records may repeat for every meeting)**

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| **** | **Type of Record** | **Disposition** | **Disposition Authority** |
|  | Drafts and copies of Federal Register notices | Agency destroys when superseded, obsolete, or when no longer needed | DAA-GRS-2015-0001-0005 |
|  | Records relating to logistical or administrative aspects of committee meetings and activities such as meeting location and access, phone line or internet connections, IT support concerns, etc. | Agency destroys when superseded, obsolete, or when no longer needed | DAA-GRS-2015-0001-0005 |
|  | The determination by the agency head that a meeting or portion of a meeting may be closed to the public | Transfer to NARA | DAA-GRS-2015-0001-0001 |
|  | Agendas | Transfer to NARA | DAA-GRS-2015-0001-0001 |
|  | Materials presented to or prepared by or for the committee, such as briefing books, background materials, reports (including drafts), and presentations | Transfer to NARA | DAA-GRS-2015-0001-0001 |
|  | Meeting minutes | Transfer to NARA | DAA-GRS-2015-0001-0001 |
|  | Public comments | Transfer to NARA | DAA-GRS-2015-0001-0001 |
|  | Testimony received during hearings | Transfer to NARA | DAA-GRS-2015-0001-0001 |
|  | Transcripts of meetings and hearings | Transfer to NARA | DAA-GRS-2015-0001-0001 |
|  | Correspondence documenting discussions, decisions, or actions related to the work of the committee (excluding administrative or logistical matters), including email, exchanged between one or more committee members or agency committee staff (such as the DFO) | Transfer to NARA | DAA-GRS-2015-0001-0001 |
|  | Correspondence (including intra-agency, with committee members, or the public) regarding logistics (e.g., agenda planning, meeting arrangements, administrative issues) | Agency destroys when superseded, obsolete, or when no longer needed | DAA-GRS-2015-0001-0005 |

**Sub-committee Records**

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| **** | **Type of Record** | **Disposition** | **Disposition Authority** |
|  | Decision documents | Transfer to NARA | DAA-GRS-2015-0001-0001 |
|  | Membership records | Transfer to NARA | DAA-GRS-2015-0001-0001 |
|  | Statement of purpose or other documentation of duties and responsibilities | Transfer to NARA | DAA-GRS-2015-0001-0001 |
|  | Meeting minutes | Transfer to NARA | DAA-GRS-2015-0001-0001 |
|  | Transcripts | Transfer to NARA | DAA-GRS-2015-0001-0001 |
|  | Reports | Transfer to NARA | DAA-GRS-2015-0001-0001 |
|  | Briefing materials | Transfer to NARA | DAA-GRS-2015-0001-0001 |
|  | Substantive correspondence, including email, exchanged between one or more subcommittee members, any other party that involves the work of the subcommittee, or agency committee staff (such as the DFO) | Transfer to NARA | DAA-GRS-2015-0001-0001 |
|  | Background materials | Transfer to NARA | DAA-GRS-2015-0001-0001 |

**Research and Findings**

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| **** | **Type of Record** | **Disposition** | **Disposition Authority** |
|  | One copy each of final reports, memoranda, letters to agency, studies, pamphlets, produced by or for the committee | Transfer to NARA | DAA-GRS-2015-0001-0001 |
|  | Responses from agency to committee regarding recommendations | Transfer to NARA | DAA-GRS-2015-0001-0001 |
|  | Presentations or briefings of findings | Transfer to NARA | DAA-GRS-2015-0001-0001 |
|  | Records relating to research studies and other projects, including unpublished studies and reports and research materials (may include electronic data) | Transfer to NARA | DAA-GRS-2015-0001-0001 |
|  | Raw data files created in connection with research studies and other projects where the information has been consolidated or aggregated for analyses, reports, or studies | Transfer to NARA | DAA-GRS-2015-0001-0001 |

**Special Media Records**

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| **** | **Type of Record** | **Disposition** | **Disposition Authority** |
|  | Audiotapes, videotapes, and other recordings of meetings and hearings that were not fully transcribed | Transfer to NARA | DAA-GRS-2015-0001-0002 |
|  | Audiotapes, videotapes, and other recordings of meetings and hearings that were fully transcribed or that were created explicitly for the purpose of creating detailed meeting minutes | Agency destroys when superseded, obsolete, or when no longer needed | DAA-GRS-2015-0001-0005 |
|  | Captioned formal and informal analog or digital photographs, and any related finding aids, of committee members and staff, meetings, or hearings | Transfer to NARA | DAA-GRS-2015-0001-0002 |
|  | Photographs of committee social functions, routine award events, and other non-mission-related activities | Agency destroys when superseded, obsolete, or when no longer needed | DAA-GRS-2015-0001-0005 |
|  | Posters (2 copies) produced by or for the committee | Transfer to NARA | DAA-GRS-2015-0001-0002 |

**Committee Website**

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| **** | **Type of Record** | **Disposition** | **Disposition Authority** |
|  | Unique content documenting substantive decision-making activities of a committee | Transfer to NARA | DAA-GRS-2015-0001-0001 |
|  | Unique content on committee websites that does not document substantive decision-making activities, or is administrativeor housekeeping in nature | Agency destroys when superseded, obsolete, or when no longer needed | DAA-GRS-2015-0001-0005 |
|  | Website content that is only copies of records maintained elsewhere (duplicates) that is not the recordkeeping copy | Agency destroys when superseded, obsolete, or when no longer needed | DAA-GRS-2013-0001-0007 |

**Other Committee Records**

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| **** | **Type of Record** | **Disposition** | **Disposition Authority** |
|  | Records documenting financial expenditures | Agency destroys when 6 years old, or when no longer needed | DAA-GRS-2015-0001-0004 |
|  | Public requests for information | Agency destroys when superseded, obsolete, or when no longer needed | DAA-GRS-2015-0001-0005 |

**For records related to personnel, budget, procurement, information technology (IT) system development, web design/maintenance, and other administrative and housekeeping records, please refer to your agency records disposition manual or other General Records Schedules.**

**FOIA restricted records**

Some permanently valuable committee records may be restricted under FOIA at the time of transfer to NARA. If you have questions about which records are restricted under FOIA, please consult your agency’s general counsel or records officer. For records you are transferring to NARA, please indicate below any record types that are subject to FOIA restrictions, citing the specific restriction we should apply. (You can find additional information about FOIA restrictions on committee records in the GRS 6.2 Frequently Asked Questions.)

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| **Type of Record** | **FOIA Restriction** |
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