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

Last updated in Transmittal No. 37 (November 2026)

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 "entity" 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. Not subject to the Federal Records Act (FRA). If you do not know if your entity is subject to the FRA, contact your GRS_Team@nara.gov.
3. Subject to the Federal Advisory Committee Act (FACA). Use GRS 6.2 for these entities.
4. Subject to the Presidential Records Act.
5. Special Inspector Generals.
6. Not established with a termination date or event in its establishing legislation or Presidential directive. These require an entity-specific schedule.

This schedule does not supersede existing approved record schedules for temporary commissions, committees or boards. Entities that wish to use this schedule instead of their previously approved record schedule may do so with written concurrence from NARA. Entities using this GRS should schedule any unique records they have that do not fall under this schedule. Entities 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. Entities should review the GRS and corresponding FAQs before applying these items to their records.

- **Transitory records:** GRS 5.2.010. Destroy when no longer needed for business use, or according to the entity's predetermined time period or business rule.
- **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.

Item	Item Title	Item Description	Disposition Instruction	Disposition Authority
010	**Mission records**	Records documenting the establishment of the entity, 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 entity establishment records, records of the entity 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. For more examples of mission records common to temporary commissions, committees, and boards, see the Frequently Asked Questions (FAQs) for this schedule. Notes: 1. Entities must transfer records under item 010 of this schedule even if they are also on the entity's website. 2. Entities may choose to propose correspondence files at the staff or program level as temporary by submitting a schedule to NARA.	**Permanent.** Transfer to the National Archives immediately upon termination of the entity.	DAA-GRS-2025-0006-0001
020	**Electronic mail and electronic messages**	Electronic mail and messages created or received by entity members and staff. Notes: 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. Entities 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. Entities may cull email that are personal materials, non-record, or transitory records.	**Permanent.** Transfer to the National Archives immediately upon termination of the entity.	DAA-GRS-2025-0006-0002

Item	Item Title	Item Description	Disposition Instruction	Disposition Authority
030	**Public websites**	Web pages and content on external websites operated or maintained by the entity. Notes: 1. For website design and management records, see item 060 of this schedule or GRS 3.1.020. 2. Entities must transfer records under item 010 of this schedule even if they are also on the entity's website.	**Permanent.** Transfer to the University of North Texas immediately upon termination of the entity, under the provisions of the affiliated archives relationship established in 2006.	DAA-GRS-2025-0006-0003
040	**Social media records**	Posts to social media platforms including blogs, vlogs, videos, audio recordings, images and text created by the entity. Exclusion: 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.	**Permanent.** Transfer to the National Archives immediately upon termination of the entity.	DAA-GRS-2025-0006-0004
050	**Accountability records**	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. Exclusions: 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-2025-0006-0005

Item	Item Title	Item Description	Disposition Instruction	Disposition Authority
060	**Administrative, non-mission records**	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: ● 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 Records covered by other General Records Schedules that may be disposed of using this item include: ● Administrative records maintained in any agency office: See GRS 5.1.010 for definition. Entities 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. Note: See GRS 5.2.010 for disposition of transitory records and GRS 5.2.020 for disposition of intermediary records.	**Temporary.** Destroy immediately upon termination of the entity.	DAA-GRS-2025-0006-0006