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|--|-----------------------------------|---|--------------------------------|
| <b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b><br><i>(See Instructions on reverse)</i> |                                   | <b>LEAVE BLANK (NARA use only)</b>  |                                |
| TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)<br>WASHINGTON, DC 20408           |                                   | JOB NUMBER  | N1-441-96-1                    |
| 1. FROM (Agency or establishment)<br>U.S. Department of Education                        |                                   | DATE RECEIVED   | 5-8-96                         |
| 2. MAJOR SUBDIVISION Office of Intergovernmental & Interagency Affairs                   |                                   | NOTIFICATION TO AGENCY  |                                |
| 3. MINOR SUBDIVISION<br>Committee Management   |                                   | In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. |                                |
| 4. NAME OF PERSON WITH WHOM TO CONFER<br>Ann Bailey                                      | 5. TELEPHONE<br>(202)<br>401-3677 | DATE  | ARCHIVIST OF THE UNITED STATES |
|  |                                   | 8-7-96  | <i>John W. Cal</i>             |

**6. 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 on the attached \_\_\_ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;  is attached; or  has been requested.

|                |   |                          |
|----------------|---|--------------------------|
| DATE<br>5/9/96 | SIGNATURE OF AGENCY REPRESENTATIVE<br><i>Chiquitta Thomas</i><br>Chiquitta Thomas | TITLE<br>Records Officer |
|----------------|---|--------------------------|

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION       | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
|-------------|---|-----------------------------------|----------------------------------|
|             | Committee Management Files<br><br>Please see attached |                                   |                                  |

Department of Education

Records of Committees, Boards, Conferences, National Councils, and National Task Forces  
NARA Job No. N1-441-96-1

This schedule relates to records often created by the Department of Education temporary and continuing committees, conferences, task forces, or similar advisory, governing or policy bodies or organizations. These organizations are usually established by an Act of Congress or Secretarial decision to study specific issues and report their findings to the Secretary of Education. The Department handles the administrative records, such as personnel, payroll, and fiscal matters. This schedule covers the program records of internal organizations and those organizations consisting of individuals from external sources (such as advisory boards) chosen to review issues for the Department. Program records are those records created, received, and maintained by these organizations in the conduct of their business, including those records created by contractors and consultants.

For convenience, the term "Committee" is used in this schedule to cover all types of temporary organizations within the Department of Education.

1. **Committee Management Officer Files**

1.1. Interagency, advisory, or international committees.

1.1.a. Original Charters.

Disposition: PERMANENT. Cut off files at the termination of each committee. Transfer to the National Archives in 5 year blocks when most recent record in block is 3 years old.

1.1.b. Documents accumulated in exercising control over the establishment, use, and dissolution of committees.

Included are proposals, approvals, and disapprovals to establish, continue, or dissolve committees; **copies** of directives authorizing the establishment of committees, committee inventory data; and related papers. These files may also include records pertaining to Education's compliance with the Federal Advisory Committee Act, including federal officer designation information, requirements for establishing and managing advisory committees, reports on advisory committees, and related correspondence.

Disposition: Temporary. Cut off file(s) on disapproval or dissolution of committee. Destroy 3 years after cutoff or when no longer needed for reference, whichever is later.

1.2. Internal committees.

Disposition: Temporary. Cut off file(s) after termination of committee.  
Destroy 2 years after cutoff. (GRS 16, item 8a)

2. **Committee Files**

Records created by committees, including agenda, minutes, reports, and related records documenting the accomplishments, policies, and membership of committees. Records may also include, but are not limited to: correspondence, nominating letters, membership lists, and transcripts.

NOTE: Disposition instructions for audiovisual records are in *ED/RDS Part 2*.

NOTE: Approval must be received from NARA for the disposition of electronic systems and records created to support the program functions of each committee, for example electronic systems that maintain survey data or analytical data.

2.1. Interagency, national, advisory, and international committees.

a. Records of the sponsor or Secretariat or Education member (if Education is not the sponsor). Arranged by committee and thereunder alphabetically by subject.

2.1.a (1) Disposition: **For short-term committees:** PERMANENT. Cut off files at the termination of each committee. Transfer to the National Archives 1 year after cutoff.

2.1.a (2) Disposition: **For long-term committees,** such as the National Advisory Council on Indian Education: PERMANENT. Cut off files at end of each fiscal year. Retire to the Federal Records Center in 5 year blocks when most recent record in block is 3 years old. Transfer each block to the National Archives when most recent record in block is ~~15~~ years old.  
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b. All other copies.

Disposition: Temporary. Destroy when 3 years old or when no longer needed for reference, whichever is sooner. (GRS 16, item 8b(1))

2.1.c. Operational records in support of committee functions such as travel requests and meeting room reservations.

Disposition: Temporary. Cut off annually. Destroy when 3 years old or when no longer needed for reference, whichever is sooner. (GRS 16, item 8b(2))

2.2. Internal committees, task forces or working groups.

a. Records of the Secretary of the Committee.

2.2.a (1) Disposition: **For short-term committees:** PERMANENT. Cut off files at the termination of each committee. Transfer to the National Archives 1 year after cutoff.

2.2.a (2) Disposition: **For long-term committees,** such as the National Advisory Council on Indian Education: PERMANENT. Cut off files at end of each fiscal year. Retire to the Federal Records Center in 5 year blocks when most recent record in block is 3 years old. Transfer each block to the National Archives when most recent record in block is ~~15~~ years old.

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b. Records of all other members.

Disposition: Temporary. Destroy when 3 years old or when no longer needed for reference, whichever is sooner. (GRS 16, item 8b(1))

2.2.c. Operational records in support of committee functions such as travel requests and meeting room reservations.

Disposition: Temporary. Cut off annually. Destroy when 3 years old or when no longer needed for reference, whichever is sooner. (GRS 16, item 8b(2))

### 3. Committee Liaison Files

Documents accumulated in serving as liaison between the Secretary of Education and various internal and external committees. Included are proposed agenda topics, agreements, correspondence, reports, and related documents.

Disposition: PERMANENT. Cut off files at the termination of each committee. Transfer to the National Archives 1 year after cutoff.

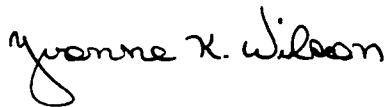
4. **Drafts and working papers**

Drafts and working papers to reports, agendas, correspondence, and related committee records. These records are specified by the Federal Advisory Committee Act to be created and maintained by each committee.

Disposition: Temporary. Destroy upon termination of committee or when one year old, whichever is sooner.

As it is the responsibility of each committee to create and maintain drafts and working papers to reports, agendas, correspondence, and related committee records, in accordance with the Federal Advisory Committee Act, drafts and working papers (item 4) are included in this schedule. The disposition will allow for the destruction of these records upon the termination of the committee if the life-span of the committee is short-term, or allow for the destruction of the drafts and working papers when one year old if the committee is long-term. The documentation of substantive decisional changes is contained in the permanent records of the secretary of the committee and not in the working papers; therefore, I concur with the temporary retention of the records in item 4.

The Department of Education creates and receives records through its committees and committee liaisons that provide evidence of the Department's function to establish and provide advice about national education policy. The permanent series in this schedule <sup>will</sup> ~~with~~ serve to document the direction and policies of the Department. I recommend approving the Department's committees schedule.



YVONNE K. WILSON  
Records Appraisal and  
Disposition Division