

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MID 20740-6001		JOB NUMBER <i>NI-563-08-16</i>	
1 FROM (Agency or establishment) Department of Homeland Security		Date Received <i>2/26/08</i>	
2 MAJOR SUB DIVISION Office of Policy		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION Homeland Security Advisory Committee			
4 NAME OF PERSON WITH WHOM TO CONFER Kathy Schultz	5 TELEPHONE 202-447-5075	DATE <i>12/19/02</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 <u>2</u> page(s) are not needed now 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 the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 2/21/08	SIGNATURE OF AGENCY REPRESENTATIVE <i>Kathleen A. Schultz</i>		TITLE Senior Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	See attached sheet(s) for: FACA Committee Nominees		

**U.S. Department of Homeland Security
Headquarters Records Schedules**

Department of Homeland Security

The Federal Advisory Committee Act (or FACA) is a United States federal law (Pub.L. 92-463, 6 October 1972), which governs the behavior of advisory committees. In particular it restricts the formation of such committees to only those which are deemed essential, limits their powers to provision of advice to officers and agencies in the executive branch of the Federal Government, and limits the length of term during which any such committee may operate

Federal advisory committee members are drawn from nearly every occupational and industry group and geographical section of the United States and its territories. The FACA requires that committee memberships be "fairly balanced in terms of the points of view represented and the functions to be performed." As a result, members of specific committees often have both expertise and professional skills that parallel the program responsibilities of their sponsoring agencies. In balancing committee memberships, agencies are expected to assure that major, and sometimes strongly opposing, viewpoints are represented to provide a foundation for developing advice and recommendations that are fair and comprehensive.

Presidential committees, boards, and councils are covered by the Presidential Records Act. The Presidential Records Act of 1978 mandated that the records of former presidents would automatically become the property of the federal government upon his leaving the Oval Office, and then transferred to the Archivist of the United States, thereafter to be made available to the public after no more than twelve years.

Presidential Advisory Committees are established by Presidential authority.

Agency officials, Members of Congress, the general public, or professional societies or current and former committee members may nominate potential candidates for membership. Selection of committee members is made based on the FACA's requirements and the potential member's background and qualifications.

Unless otherwise noted, all disposition instructions are media neutral; they apply regardless of the media or format of the records.

~~1~~ ~~Individuals appointed~~

~~Notification of appointments, resumes from applicants, biographies of applicants, lists of temporary appointments~~

Covered by GRS 26 Item 2a

~~Disposition:~~

~~PERMANENT Transfer to the National Archives on termination of the Committee Earlier transfer is authorized for committees operating for 3 years or longer.~~

**U.S. Department of Homeland Security
Headquarters Records Schedules**

2 Individuals determined to be qualified for appointment but not appointed

Resumes and biographies from applicants

Disposition:

TEMPORARY. Cut off at the end of the fiscal year in which the appointments were made by the appointing authority. Destroy 3 years after cutoff.

3 Individuals determined to be unqualified for any position on the committee

Resumes and biographies from applicants

Disposition:

TEMPORARY. Destroy after the appointments have been made by the appointing authority.

11-563-08-16