

Withdrawn 1-22-2013

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		LEAVE BLANK (NARA use only)	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER <i>NT-049-11-2</i>	
1 FROM (Agency or Establishment)  U.S Department of Interior		Date Received <i>7/22/11</i>	
2 MAJOR SUB DIVISION Bureau of Land Management		NOTIFICATION TO AGENCY	
3 MINOR SUB DIVISION  Information Resource Management Directorate		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Lorraine Graves	5 TELEPHONE (208) 373-3946	DATE <i>1-22-2013</i>	ARCHIVIST OF THE UNITED STATES <i>Withdrawn</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>4</u> page(s) are not needed now for the business for 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,  <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE <i>7/22/11</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Michelle H. Thomas</i>		TITLE Bureau Records Administrator
7 ITEM NO.  6	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION  Records created by BLM NON-FACA advisory commissions, committees, councils, boards, and other groups. [See attached pages ]	9. GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)  <i>Withdrawn 1-22-2013</i>

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<b>Combined BLM/GRS Records Schedule 26, item 6</b>	<b>RECORDS CREATED BY BLM ADVISORY COMMISSIONS, COMMITTEES, COUNCILS, BOARDS AND OTHER GROUPS <u>NOT</u> ESTABLISHED UNDER THE FEDERAL ADVISORY COMMITTEE ACT (FACA)</b>	
a.	Files documenting the Commission's or advisory group's establishment, membership, policy, organization, deliberations, findings, and recommendations, including such records as those listed below  NOTE Non-textual records transferred to NARA must follow NARA published guidance for transfer of required elements	
	<ul style="list-style-type: none"><li>• Original charter, renewal and amended charters, organization charts, functional statements, directives, or memorandums to staff concerning their responsibilities, and other materials that document the organization and functions of the Commission and its components</li><li>• Agendas, briefing books, minutes, testimony, and transcripts of meetings and hearings as well as audiotapes and/or videotapes of meetings and hearings which were not fully transcribed</li><li>• one copy each of reports, studies, pamphlets, posters (2 copies) and other publications produced by the commission as well as news releases, commissioners' speeches, formal photographs, and other significant public affairs files</li><li>• Correspondence and subject and other files maintained by key commission staff, such as the chair, executive director, and legal counsel, documenting the functions of the commission</li><li>• Substantive records relating to research studies and other projects, including unpublished studies and reports, and substantive research materials (may include electronic data)</li><li>• Questionnaires, surveys, and other raw data accumulated in connection with</li></ul>	PERMANENT. Transfer to the National Archives on termination of the Commission Earlier transfer, in one-year blocks, is authorized for commissions operating for 3 years or longer.

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	<p>research studies and other projects where the information has been consolidated or aggregated in analyses, reports, or studies covered by other items in 26/6/ (may include data maintained electronically)</p> <ul style="list-style-type: none"><li>Records created to comply with the provisions of the Government in the Sunshine Act and annual reports to Congress describing the agency's compliance with the act</li></ul>	
b.	<p>Files that relate to day-to-day Commission or advisory group activities and/or that do not contain unique information of historical value, including such records as those listed below</p> <p>NOTE Administrative records—records relating to budget, personnel, supply, or similar housekeeping or facilitation functions—may be disposed of in accordance with the General Records Schedules since they do not pertain to the subject matter advice that the advisory group is providing to the agency Administrative records authorized for disposal by the GRS and having retention periods outlasting the life of the commission or group (such as payroll, personnel, and fiscal records) should be maintained in accordance with the pertinent GRS by the agency providing administrative support</p>	
	<ul style="list-style-type: none"><li>Correspondence, reference and working files of Commission staff (excluding files covered by item 26/6/2a )</li><li>Audiotapes and videotapes of Commission meetings and hearings that have been fully transcribed, informal still photographs and slides of Commission members and staff, meetings, hearings, and other events</li><li>Other routine records, such as public mail, requests for information, consultant personnel files, records relating to logistical aspects of Commission meetings and hearings, etc</li><li>Extra copies of records described in item 26/6/2a , e g , copies of meeting agenda and minutes distributed to commission members and staff, files accumulated by agencies or interagency bodies other than the secretariat or sponsor</li></ul>	<p>TEMPORARY Destroy/delete on termination of Commission or when no longer needed</p>

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c	Web site records	
(1)	Electronic versions of web site(s)	TEMPORARY Delete/destroy on termination of commission or when no longer needed  NOTE Prior to destruction/deletion of website, NARA may require a snapshot of the website to be saved as Permanent and to be transferred to NARA along with technical documentation required by NARA to maintain and access permanent web content records
(2)	Design, management, and technical operations records.	TEMPORARY Delete/destroy on termination of commission or when no longer needed
(3)	Electronic version of content records <i>duplicated</i> in textual series of commission records under 26/6	TEMPORARY Delete/destroy on termination of commission or when no longer needed