

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2015-0001

Status: APPROVED
Date Approved: 04/20/2015
Last Modified: 11/12/2024

General Information

Agency or Establishment	General Records Schedules (National Archives and Records Administration)
Record/Scheduling Group	GRS - General Records Schedules
Records Schedule Applies To	Government-wide All agencies except:
Schedule Subject	GRS 6.2: Federal Advisory Committee Records
Additional Schedule Information	<p>Note: This schedule was modified after approval in ERA Base. If information regarding the modifications was created in ERA Base it will be found in the Revision Notes in NARA only attachments.</p> <p>This schedule covers Federal records created or received by Federal advisory committees and their subgroups pursuant to the Federal Advisory Committee Act (FACA) of 1972 (5 U.S.C., Appendix, as amended) and records related to the management of these committees by their sponsoring agencies or departments.</p> <p>If a committee is a Presidential advisory committee, check with the agency's General Counsel before applying this schedule. If records are determined to fall under the Presidential Records Act, this schedule does not apply.</p> <p>For convenience, the term "committee" is used in this schedule to mean "advisory committee" pursuant to FACA.</p>
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	Predate requirement

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Item Count

Total number of disposition items: 6
Number of Temporary disposition items: 4
Number of Permanent disposition items: 2
Number of Items with Disposition Not Approved: 0
Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-GRS-2015-0001

Item #	Title	Disposition
0001	Committee Records : Substantive Committee Records (Non-Grant Review Committees)	Permanent
0002	Committee Records : Substantive Audiovisual Records (Non-Grant Review Committees)	Permanent
0003	Committee Records : Grant Review Committee Records	Temporary
0004	Committee Records : Committee Accountability Records	Temporary
0005	Committee Records : Non-substantive Committee Records	Temporary
0006	Committee Management Records : Committee Management Records	Temporary

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Records Schedule Items

Group Title	Committee Records
DAA-GRS-2015-0001-0001	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Substantive Committee Records (Non-Grant Review Committees)
Item Description	<p>EXCLUSION: This item does not include records of committees whose sole purpose is grant review. See item 030 for these records.</p> <p>Records documenting the establishment and formation of committees and their significant actions and decisions. Refer to agency administrative procedures to ascertain if these records are held by the CMO, GFO, or DFO. Only one copy of each record is considered permanent. Not all records described below are necessarily created for all committees. Records may include:</p> <ul style="list-style-type: none"> • Records related to the establishment of the committee: Charters (original, renewal, re-establishment, and amended); enacting legislation; explanation of committee need, when required; filing letters to Congress; organization charts; committee specific bylaws, standard operating procedures, or guidelines; any other materials that document the organization and functions of the committee and its components • Records related to committee membership: memos or similar documentation of how and/or why individual members were selected;; membership balance plans; membership rosters; appointment letters, and all sub-categories of appointment letters, such as renewals, thank you letters, etc.; resignation or termination letters • Records of committee meetings and hearings: agency head's determination that a meeting or portion of a meeting may be closed to the public; agendas; materials presented to or prepared by or for the committee, such as briefing books, background materials, reports (including drafts), and presentations; meeting minutes; public comments; testimony received during hearings; transcripts of meetings and hearings (NOTE: If transcripts do not exist, audio/visual recordings are permanent under item 0002)

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- Records related to committee findings and recommendations: one copy each of final reports, memoranda, letters to agency, studies, and pamphlets produced by or for the committee; responses from agency to committee regarding recommendations; committee presentations or briefings of findings
- Records created by committee members: correspondence documenting discussions, decisions, or actions related to the work of the committee (excluding administrative or logistical matters), including electronic mail, exchanged between one or more committee members and/or agency committee staff (such as the Designated Federal Officer)
- Records related to research collected or created by the committee: records relating to research studies and other projects, including unpublished studies, reports, and research materials (may include electronic data); 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
- Documentation of advisory committee subcommittees (i.e., working groups, or other subgroups): records relating to the formation of the subcommittee or working group, if they exist, such as decision documents, membership and statement of purpose or other documentation of duties and responsibilities; records that document the activities of subcommittees that support their reports and recommendations to the chartered or parent committee, including but not limited to, meeting minutes, transcripts, reports, briefing materials and substantive correspondence, including electronic mail, exchanged between one or more subcommittee members, any other party that involves the work of the subcommittee, and/or agency committee staff (such as the Designated Federal Officer); background materials
- Records related to committee termination (i.e., email, letter, memo, etc.);
- Other records documenting decisions, discussions, or actions related to the work of a committee, including information on committee websites not captured elsewhere in committee records.

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NOTE: Sponsoring agencies need to designate the recordkeeping copy of permanent committee records. Only one copy of the records should be the official recordkeeping copy that is transferred to the NARA. Committee records should be arranged by committee, not by the type of record (e.g. NARA should not receive a collection of charters for multiple committees; original charters should be transferred with the other permanent records related to the committee, regardless of where they are maintained).

Is this item media neutral? Yes
Is this item a Big Bucket?

MANUAL CITATION

Agency Code GRS 6.2, item 010

SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS

Does this item supersede existing disposition authorities? Yes

Superseded Items

Superseded Item	Item Superseded in Part?	Explanation
N1-GRS-07-1, item 2c1 (in part)	Yes	N1-GRS-07-1, item 2c1 (in part)
N1-GRS-07-5, item 2a (in part)	Yes	N1-GRS-07-5, item 2a (in part)

Is this item a deviation from the GRS? No

DISPOSITION INSTRUCTION

Final Disposition Permanent
Are there multiple instructions for this item? No
Transfer Instruction Other: Transfer when records are 15 years old or upon termination of committee, whichever is sooner.

ADDITIONAL INFORMATION

Current Records Format Base Migration: Base Migration
Are any of the records covered by this item subject to a FOIA exemption?

DAA-GRS-2015-0001-0002 STATUS: Active

ITEM GENERAL INFORMATION

Item Title Substantive Audiovisual Records (Non-Grant Review Committees)

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Item Description	<p>EXCLUSION: This item does not include records of committees whose sole purpose is grant review. See item 030 for these records.</p> <p>Records include:</p> <ul style="list-style-type: none"> •Audiotapes, videotapes, and/or other recordings of meetings and hearings not fully transcribed •Captioned formal and informal analog or digital photographs, and any related finding aids, of Committee members and staff, meetings, or hearings •Posters (2 copies) produced by or for the committee 	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
MANUAL CITATION		
Agency Code	GRS 6.2, item 020	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
Superseded Items		
Superseded Item	Item Superseded in Part?	Explanation
N1-GRS-07-5, item 2a (in part)	Yes	N1-GRS-07-5, item 2a (in part)
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Are there multiple instructions for this item?	No	
Transfer Instruction	Other: Transfer when records are 3 years old or upon termination of committee, whichever is sooner.	
ADDITIONAL INFORMATION		
Current Records Format	Base Migration: Base Migration	
Are any of the records covered by this item subject to a FOIA exemption?		
DAA-GRS-2015-0001-0003		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Grant Review Committee Records	

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Item Description	Committee establishment, membership, and meeting records related to FACA committees whose only activity is review of grant proposals. (See item 0001 for further definition of committee records.) This also includes digital and analog recordings of meetings, photographs, posters and other audiovisual materials. NOTE: If the committee performs additional functions or activities other than review for grants, it should apply the items for all other FACA committee records.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	GRS 6.2, item 030
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Retention Period	Other: Destroy upon termination of committee.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No
DAA-GRS-2015-0001-0004	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Committee Accountability Records

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Item Description	<p>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. Records include: travel costs; committee member payments; meeting room costs; contractor costs; Federal Register notice costs</p> <p>Exclusion: Forms filed under the Ethics in Government Act (see note).</p> <p>Note: Forms filed under the Ethics in Government Act are scheduled in GRS 2.8, Employee Ethics Records. These forms may apply to committee members designated as special Government employees (SGEs).</p>	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
MANUAL CITATION		
Agency Code	GRS 6.2, item 040	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-GRS-04-1, item 4 (in part)	Yes	N1-GRS-04-1, item 4 (in part)
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Retention Period	Other: Destroy when 6 years old. Longer retention is authorized if required for business use.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	
DAA-GRS-2015-0001-0005		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Non-substantive Committee Records	

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Item Description	<p>Records related to specific committees that are of an administrative nature or are duplicative of information maintained elsewhere.</p> <ul style="list-style-type: none"> •Drafts and copies of Federal Register notices •Audiotapes and videotapes of committee meetings and hearings that have been fully transcribed or that were created explicitly for the purpose of creating detailed meeting minutes (once the minutes are created) •Photographs of committee social functions, routine award events, and other non-mission-related activities •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. •Routine correspondence: correspondence (including intra-agency, with committee members, or the public) regarding logistics (e.g., agenda planning, meeting arrangements, administrative issues); public requests for information •Non-substantive committee membership records, including: 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; member credentials (resumes or biographies); member files (personnel-type records) •Non-substantive web content <p>Note 1: Consult with the appropriate agency staff (i.e., records officials, general counsel) to ensure the records designated in this category are accurately designated as administrative.</p> <p>Note 2: Records on agency websites that are duplicative of records maintained elsewhere and that are not designated as the recordkeeping copy may be destroyed subject to GRS 5.1, item 020.</p>
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	GRS 6.2, item 050
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes

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Superseded Items	
Superseded Item	Item Superseded in Part? Explanation
N1-GRS-04-1, item 4 (in part)	Yes N1-GRS-04-1, item 4 (in part)
N1-GRS-07-1, item 2b	No
N1-GRS-07-1, item 2c1	No
N1-GRS-07-1, item 2c3	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Retention Period	Other: Destroy when superseded, obsolete, no longer needed, or upon termination of the committee, whichever is sooner.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

Group Title	Committee Management Records
DAA-GRS-2015-0001-0006	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Committee Management Records
Item Description	Records created and/or maintained by Committee Management Officers (CMOs) and their staff related to the overall management of committees for an agency. These records may pertain to specific committees or to the committee management function in general. Records include: agency guidelines; correspondence; requests for approval of committee nominees; copies of records about committees maintained for reporting purposes, such as; information provided to GSA Secretariat for annual comprehensive reviews; statistical data files and reports; annual reports to the Library of Congress describing the agency's compliance with the Government in the Sunshine Act; financial operating plans and final cost accountings.
	NOTE: This item does not apply to the reporting database or records maintained by the General Services Administration (GSA) Committee Management Secretariat for oversight purposes.
Is this item media neutral?	Yes

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Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	GRS 6.2, item 060
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
Superseded Items	
Superseded Item	Item Superseded in Part? Explanation
N1-GRS-04-1, item 4	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Retention Period	Other: Destroy when 3 years old, 3 years after submission of report, or 3 years after superseded or obsolete, as appropriate. Longer retention is authorized if required for business use.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

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Signatory Information

Action	User	Date
Approve	David Ferriero	04/20/2015