

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on page 2.)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>N1-082-071</i>	DATE RECEIVED <i>7/18/07</i>
		NOTIFICATION TO AGENCY	
1 FROM (Agency or establishment) Board of Governors of the Federal Reserve System		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION Office of the Staff Director for Management			
3 MINOR SUBDIVISION		DATE ARCHIVIST OF THE UNITED STATES <i>12/18/02</i> <i>Michael J. Lewandowski</i>	
4 NAME OF PERSON WITH WHOM TO CONFER Michael J. Lewandowski	5 TELEPHONE (202) 736-1927		

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 3 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 <i>6-20-07</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Jennifer J. Johnson</i>	TITLE Secretary of the Board
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7 ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>This schedule applies to all formats and media in which records are created and maintained at the Federal Reserve Board, including paper, micrographic, and electronic. Every effort will be made to transfer permanent records to the National Archives and Records Administration (NARA) electronically in accordance with NARA standards applicable at the time of transfer. If the transfer of electronic records is not feasible, NARA and the Board will negotiate, prior to transfer, alternative media, formats, and/or physical arrangement that meet the need for continued preservation and use.</p>		
<i>h2 1/8/07 Copies sent to agency, NWMB, NWME, NWMW, NWCS, NWCT, & NR</i>			

Records Retention and Disposition Policy for Designated Historical Materials Relating to the Federal Reserve's Centennial

As the Federal Reserve System approaches its 100th anniversary in 2013, the Board has decided to initiate a project to collect and preserve historical materials that might otherwise be lost. The project includes recording interviews with former employees and others about past economic and regulatory developments and collecting anecdotes about the changing work environment over time. The records and other material generated by creating, editing and archiving these recordings and the related transcripts are described in this schedule. This project will generate written transcripts, audio and video recordings, and administrative records. The disposition of those materials is summarized below.

1. Transcripts

a. Final Transcripts of Oral History Interviews

Final transcripts of oral history interviews as approved by the interviewee, with the Board retaining the right to edit confidential FOMC and Board material in accordance with its NARA-approved records retention and disposition schedules covering FOMC and Board records. All FOMC-related information will be released to the public in accordance with established schedules.

DISPOSITION: Permanent.

For oral history interviews conducted before the Board's celebration of the System's 100th anniversary, transfer to NARA no later than five years after the celebration. For interviews conducted after the celebration, transfer to NARA no later than five years after the Final Transcripts and Final Recordings have been produced.

b. All Other Transcripts of Interviews

Draft transcripts and supporting materials of interviews for the Board's oral history project. Prepared by Board staff or by an outside contractor and edited by Board staff for transcription errors.

DISPOSITION: Temporary. Destroy after corresponding Final Transcript (Item 1 a) is complete. In instances in which no final transcript is created, destroy materials when no longer needed for administrative purposes.

2. Recordings

a. Final Recordings of Oral History Interviews

Final recordings of oral history interviews as approved by the interviewee, with the Board retaining the right to edit confidential FOMC and Board material in accordance with its NARA-approved records retention and disposition schedules covering FOMC and Board records. All FOMC-related information will be released to the public in accordance with established schedules.

DISPOSITION: Permanent.

Transfer to NARA along with the Final Transcripts of Oral History Interviews (Items 1 a)

b. All Other Recordings

Recordings made by Board staff or contractors of interviews for the Board's oral history project.

DISPOSITION: Temporary.

Destroy after Final Transcript and Final Recording (Items 1 a and 2 a, respectively) have been produced. In instances in which no final recording or final transcript is created, destroy materials when no longer needed for administrative purposes.

3. Administrative Material

a. Statement of Purpose and Disclaimer

A statement of the purpose of the oral history project and the interview procedures to be used, and a disclaimer by the Board regarding responsibility for the accuracy of the statements made by the interviewees.

DISPOSITION: Permanent. Transfer to NARA along with the Final Transcripts of Oral History Interviews (Item 1 a)

b. Oral History Project Interview Agreement

A document provided by the Board and signed by interviewee specifying the transfer of copyright to the Board of Governors

DISPOSITION: Permanent. Transfer to NARA along with the Final Transcripts of Oral History Interviews (Item 1 a)

c. Policies and Procedures

A statement of the policies and procedures to be used in preparing for and conducting the oral history interviews

DISPOSITION: Permanent. Transfer to NARA along with the Final Transcripts of Oral History Interviews (Item 1 a)

d. Interviewee List

A listing of the names of the people interviewed and their interviewers, and the location and date of the interview

DISPOSITION: Permanent. Transfer to NARA along with the Final Transcripts of Oral History Interviews (Item 1 a)

e. Briefing Packet

Material (such as charts of key economic variables and news clippings mentioning the interviewee) collected by Board staff in preparation for the interview and sent to the interviewee before the interview. The packet also includes the list of members of the interview team, the draft agenda for the interview, and a copy of the Oral History Project Interview Agreement, a copy of this Records Retention and Disposition Policy for Designated Historical Materials Relating to the Federal Reserve's Centennial

DISPOSITION: Permanent. Transfer to NARA along with the Final Transcripts of Oral History Interviews (Item 1 a)