

INACTIVE - ALL ITEMS DISPOSITION

Request for Records Disposition Authority

Records Schedule Number DAA-0220-2017-0013
Schedule Status Modified Approved Version

Agency or Establishment Commission on Evidence-Based Policy Making
Record Group / Scheduling Group Records of Temporary Committees, Commissions, and Boards
Records Schedule applies to Agency-wide
Schedule Subject Records of Commission on Evidence-Based Policymaking
Internal agency concurrences will be provided No

Background Information

The Commission on Evidence-Based Policymaking (CEP) was established to develop a strategy for increasing the availability and use of data in order to build evidence about government programs, while protecting privacy and confidentiality.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
9	6	3	0

GAO Approval

INACTIVE - ALL ITEMS DISPOSITION

Outline of Records Schedule Items for DAA-0220-2017-0013

Sequence Number	
1	Commission Report Disposition Authority Number: DAA-0220-2017-0013-0001
2	Commission Meetings and Deliberations Disposition Authority Number: DAA-0220-2017-0013-0002
3	Public Input Disposition Authority Number: DAA-0220-2017-0013-0003
4	Web Records Disposition Authority Number: DAA-0220-2017-0013-0004
5	Working papers Disposition Authority Number: DAA-0220-2017-0013-0005
6	Email Disposition Authority Number: DAA-0220-2017-0013-0006
7	Periodic Newsletters Disposition Authority Number: DAA-0220-2017-0013-0007
8	Multimedia Records
8.1	Videos Disposition Authority Number: DAA-0220-2017-0013-0008
8.2	Photographs Disposition Authority Number: DAA-0220-2017-0013-0009

INACTIVE - ALL ITEMS DISPOSITION

Records Schedule Items

Sequence Number														
1	<p>Commission Report</p> <p>Disposition Authority Number DAA-0220-2017-0013-0001</p> <p>Final report, including two appendices. The appendices contain a summary of recommendations, Commissioner biographies, a copy of the Commission on Evidence-Based Policymaking statute, a process description, summary of public input, a list of priority datasets, and case studies.</p> <p>Final Disposition Permanent</p> <p>Item Status Inactive</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>Inactive Status Explanation Records were transferred under Accession Number TR-0220-2018-0005. See National Archives Identifier 82585677.</p> <p>Disposition Instruction</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives upon termination of the Commission.</p> <p>Additional Information</p> <p>What will be the date span of the initial transfer of records to the National Archives? From 2016 To 2017</p> <p>How frequently will your agency transfer these records to the National Archives? Unknown One time transfer</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;"></th> <th style="width: 25%;">Estimated Current Volume</th> <th style="width: 25%;">Annual Accumulation</th> </tr> </thead> <tbody> <tr> <td>Electronic/Digital</td> <td style="text-align: center;">100 MB</td> <td></td> </tr> <tr> <td>Paper</td> <td></td> <td></td> </tr> <tr> <td>Microform</td> <td></td> <td></td> </tr> </tbody> </table>			Estimated Current Volume	Annual Accumulation	Electronic/Digital	100 MB		Paper			Microform		
	Estimated Current Volume	Annual Accumulation												
Electronic/Digital	100 MB													
Paper														
Microform														

INACTIVE - ALL ITEMS DISPOSITION

Hardcopy or Analog Special Media		
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2

Commission Meetings and Deliberations

Disposition Authority Number DAA-0220-2017-0013-0002

Individual meeting materials including agendas, transcripts, and read-aheads.
Research memos created by staff and presented at Commission meetings.
Compiled emails demonstrating substantive deliberations and policy decisions.
Interim draft indicating Commissioner feedback to report.

Final Disposition Permanent

Item Status Inactive

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Inactive Status Explanation Records were transferred under Accession Number TR-0220-2018-0006. See National Archives Identifier 77861801.

Disposition Instruction

Transfer to the National Archives for Accessioning Transfer to the National Archives upon termination of the Commission

Additional Information

What will be the date span of the initial transfer of records to the National Archives? From 2016 To 2017

How frequently will your agency transfer these records to the National Archives? Every 1 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	500 MB	
Paper		
Microform		

INACTIVE - ALL ITEMS DISPOSITION

3

Hardcopy or Analog Special Media		
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Public Input

Disposition Authority Number DAA-0220-2017-0013-0003

Formal comments on Commission Request For Comment information gathering request on Regulations.gov. Comments submitted directly to Commission staff for consideration. Testimony derived from public hearings. Results and analysis of Max.gov survey: final analysis file, final eligible frame, PDF copy of survey, and list of open ended questions. Summary of comments and analysis.

Final Disposition Permanent

Item Status Inactive

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Inactive Status Explanation Records were transferred under Accession Number TR-0220-2018-0007. See National Archives Identifier 83009113.

Disposition Instruction

Transfer to the National Archives for Accessioning Transfer to National Archives upon termination of Commission.

Additional Information

What will be the date span of the initial transfer of records to the National Archives? From 2016 To 2017

How frequently will your agency transfer these records to the National Archives? Unknown
One time transfer

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	300 MB	
Paper		
Microform		

INACTIVE - ALL ITEMS DISPOSITION

Hardcopy or Analog Special Media		
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4

Web Records

Disposition Authority Number DAA-0220-2017-0013-0004

CEP.gov website

Final Disposition Permanent

Item Status Inactive

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Inactive Status Explanation The website was harvested October 2, 2017. It is available at this URL <https://digital.library.unt.edu/ark:/67531/metadc1050132/?q=evidence>. Contact the University of North Texas Libraries Government Documents Department with any questions about accessing the web records.

Disposition Instruction

Transfer to the National Archives for Accessioning The website will be transferred to the University of North Texas (UNT) upon termination of the Commission under the provisions of the affiliated archives relationship established in 2006 (<https://www.archives.gov/press/press-releases/2006/nr06-99.html>)

Additional Information

What will be the date span of the initial transfer of records to the National Archives? From 2016 To 2017

How frequently will your agency transfer these records to the National Archives? Unknown
One time transfer

5

Working papers

Disposition Authority Number DAA-0220-2017-0013-0005

INACTIVE - ALL ITEMS DISPOSITION

Logistic materials related to meeting planning. Working paper drafts created in the course of preparation for the final report. Analysis reports generated in preparation for public input summary.

Final Disposition Temporary

Item Status Inactive

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Inactive Status Explanation The commission issued its final report on September 7, 2017 and per its establishing legislation ceased operations.

Disposition Instruction

Retention Period Destroy when no longer needed

Additional Information

GAO Approval Not Required

Email

Disposition Authority Number DAA-0220-2017-0013-0006

Day to day emails of Commission work. Substantive emails are collected separately in item 1.

Final Disposition Temporary

Item Status Inactive

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Inactive Status Explanation The commission issued its final report on September 7, 2017 and per its establishing legislation ceased operations.

Disposition Instruction

Retention Period Destroy when no longer needed

Additional Information

GAO Approval Not Required

6

INACTIVE - ALL ITEMS DISPOSITION

7

Periodic Newsletters

Disposition Authority Number DAA-0220-2017-0013-0007

Communication to Commissioners about staff work, highlighted public comment, and meeting planning.

Final Disposition Permanent

Item Status Inactive

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Inactive Status Explanation Records were transferred under Accession Number TR-0220-2018-0008. See National Archives Identifier 79352803

Disposition Instruction

Transfer to the National Archives for Accessioning Transfer to National Archives upon termination of Commission.

Additional Information

What will be the date span of the initial transfer of records to the National Archives? From 2016 To 2017

How frequently will your agency transfer these records to the National Archives? Unknown
One time transfer

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	100 MB	
Paper		
Microform		
Hardcopy or Analog Special Media		

8

Multimedia Records

8.1

Videos

INACTIVE - ALL ITEMS DISPOSITION

Disposition Authority Number DAA-0220-2017-0013-0008

Youtube Videos and Livestream recordings of Commission meetings and public hearings.

Final Disposition Temporary

Item Status Inactive

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Inactive Status Explanation The commission issued its final report on September 7, 2017 and per its establishing legislation ceased operations.

Disposition Instruction

Retention Period Destroy after termination of Commission

Additional Information

GAO Approval Not Required

Photographs

Disposition Authority Number DAA-0220-2017-0013-0009

Photographs (jpg images) of Commissioners and meetings, with index/description.

Final Disposition Permanent

Item Status Inactive

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? No

Inactive Status Explanation Records were transferred under Accession Number LTI-0220-2018-0009. See National Archives Identifier 81557018.

Disposition Instruction

Transfer to the National Archives for Accessioning Transfer to National Archives upon termination of Commission.

8.2

INACTIVE - ALL ITEMS DISPOSITION

Additional Information

What will be the date span of the initial transfer of records to the National Archives? From 2016 To 2017

How frequently will your agency transfer these records to the National Archives? Unknown
One time transfer

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	1.2 GB	
Paper		
Microform		
Hardcopy or Analog Special Media		

INACTIVE - ALL ITEMS DISPOSITION

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
07/07/2017	Certify	Kathryn McNamara	Librarian	CEP - CEP
08/01/2017	Return for Revision	Jessica Blessman	Appraisal Archivist	National Archives and Records Administration - ACRA
08/01/2017	Submit For Certification	Kathryn McNamara	Librarian	CEP - CEP
08/01/2017	Certify	Kathryn McNamara	Librarian	CEP - CEP
10/31/2017	Submit for Concurrence	Jessica Blessman	Appraisal Archivist	National Archives and Records Administration - ACRA
11/02/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
11/02/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
11/06/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist

Executive Summary

Summary

The Commission on Evidence-Based Policymaking requests disposition authority for records related to the short-term work of the commission. Proposed for temporary retention are working papers, non-substantive email, and multimedia records. These records have temporary value because they have little or no research value. Proposed for permanent retention are records documenting public input, meeting materials, and the final Commissioner's report. These records have permanent value because they document the Commission's mission and have high potential research value.

Permanent Item Numbers	0001, 0002, 0003, 0004, 0007, 0009
Federal Register Notice	Required
Publication Date	2017-08-24
Copies Requested	1
Comments Received	0

KF 10/31/17