

## Request for Records Disposition Authority

Records Schedule Number           DAA-0269-2020-0005  
Schedule Status                    Approved  
  
Agency or Establishment           General Services Administration  
Record Group / Scheduling Group   General Records of the General Services Administration  
Records Schedule applies to       Agency-wide  
Schedule Subject                   269.6 - Professional Services To and With Other Agencies  
Internal agency concurrences will be provided   No

Background Information           This schedule describes records that are categorized under GSA 269.6, Professional Services to and with Other Agencies. Other records in this category are scheduled by approved schedule DAA-0269-2016-0012. This schedule describes records created by groups chartered, coordinated, hosted, or managed by GSA that are not subject to the requirements of the Federal Advisory Committee Act (FACA).

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	2	0	0

### GAO Approval

## Outline of Records Schedule Items for DAA-0269-2020-0005

Sequence Number	
1	269.6/050 - Substantive non-FACA Committee Records Disposition Authority Number: DAA-0269-2020-0005-0001
2	269.6/060 - Substantive Non-FACA Committee Audiovisual Records Disposition Authority Number: DAA-0269-2020-0005-0002

## Records Schedule Items

Sequence Number	
1	<p data-bbox="342 380 1130 411"><b>269.6/050 - Substantive non-FACA Committee Records</b></p> <p data-bbox="342 432 1151 464">Disposition Authority Number      <b>DAA-0269-2020-0005-0001</b></p> <p data-bbox="342 485 1516 1209">Records documenting the establishment and formation of committees and their significant actions and decisions. A "committee" includes any multi-agency group (councils, interagency task forces, focus groups, boards and advisory boards) chartered to address issues and concerns that are government-wide, or impact the missions of multiple federal entities that are not governed by the Federal Advisory Committee Act. Records include those related to the establishment of such groups including charters, explanation of need, filing letters to Congress, organization charts, bylaws, standard operating procedures, and like materials that document the organization and function of the committee and its components; records related to committee membership, balance plans, rosters, appointment letters, and resignation or termination letters; records of committee and sub-committee meetings and hearings, procedural determinations, agendas, materials presented to or prepared by or for the committee, such as briefing books, background materials, reports, and presentations, meeting minutes, public comments, testimony received, transcripts of meetings and hearings, and committee findings and recommendations, agency responses; and records related to termination of the committee and other records documenting decisions, discussions, or actions related to the work of a committee, including information on committee websites and social media not captured elsewhere in committee records.</p> <p data-bbox="342 1230 919 1262">Final Disposition                      <b>Permanent</b></p> <p data-bbox="342 1283 850 1314">Item Status                                <b>Active</b></p> <p data-bbox="342 1335 818 1367">Is this item media neutral?            <b>Yes</b></p> <p data-bbox="342 1388 805 1419">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?        <b>No</b></p> <p data-bbox="342 1556 659 1587"><b>Disposition Instruction</b></p> <p data-bbox="342 1608 1248 1640">Cutoff Instruction                        <b>Cut off at the end of the fiscal year</b></p> <p data-bbox="342 1661 1500 1776">Transfer to the National Archives for Accessioning      <b>Transfer to NARA 15 fiscal years after cutoff or after the committee has been terminated; whichever is sooner.</b></p> <p data-bbox="342 1818 656 1850"><b>Additional Information</b></p> <p data-bbox="342 1871 834 1902">First year of records accumulation    <b>1950</b></p>

What will be the date span of the initial transfer of records to the National Archives? **From 1950 To 2005**

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

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	10 MB	1 MB
Paper		
Microform		
Hardcopy or Analog Special Media		

2

**269.6/060 - Substantive Non-FACA Committee Audiovisual Records**

Disposition Authority Number **DAA-0269-2020-0005-0002**

Records include audiotapes, videotapes, and/or other recordings of meetings and hearings not fully transcribed, captioned formal and informal analog digitized or original digital photographs and posters, and any related finding aids, documenting committee members and staff, meetings, or hearings.

Final Disposition **Permanent**

Item Status **Active**

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**

**Disposition Instruction**

Cutoff Instruction **Cutoff at the end of the fiscal year when produced.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 3 year(s) after cutoff**

**Additional Information**

First year of records accumulation **2018**

What will be the date span of the initial transfer of records to the National Archives? **From 2018 To 2019**

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

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	1 MB	5 MB
Paper		
Microform		
Hardcopy or Analog Special Media		

## 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
11/26/2019	Certify	Robert Smudde	National Records Of ficer	Office of the Chief Information Officer - Office of Policy and Compliance
03/23/2021	Submit for Concur rence	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
03/24/2021	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - ACNR Records Management Services
03/25/2021	Concur	Laurence Brewer	Chief Records Office r	National Records and Archives Administration - National Records and Archives Administration
03/29/2021	Approve	David Ferriero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist