

## Request for Records Disposition Authority

Records Schedule Number      DAA-0307-2018-0001  
Schedule Status                 Approved

Agency or Establishment        National Science Foundation  
Record Group / Scheduling Group   Records of the National Science Foundation  
Records Schedule applies to     Major Subdivision  
Major Subdivision                National Science Board  
Schedule Subject                 National Science Board  
Internal agency concurrences will be provided      No

### Background Information

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
11	11	0	0

### GAO Approval

## Outline of Records Schedule Items for DAA-0307-2018-0001

Sequence Number	
1	<b>Administrative File</b>
1.1	Correspondence Disposition Authority Number: DAA-0307-2018-0001-0001
1.2	Nomination File Disposition Authority Number: DAA-0307-2018-0001-0002
2	<b>NSB and Executive Committee Files</b>
2.1	Minutes of Meetings Disposition Authority Number: DAA-0307-2018-0001-0003
2.2	Minutes of Closed Meetings Disposition Authority Number: DAA-0307-2018-0001-0004
2.3	Resolutions/Statements Disposition Authority Number: DAA-0307-2018-0001-0005
2.4	NSB Reports Disposition Authority Number: DAA-0307-2018-0001-0006
2.5	Nominations for and Recipients of the Vannevar Bush and Public Service Awards Disposition Authority Number: DAA-0307-2018-0001-0007
3	<b>NSB Committee Files</b>
3.1	Minutes of Public Committee Meetings Disposition Authority Number: DAA-0307-2018-0001-0008
3.2	Minutes of Closed Committee Meetings Disposition Authority Number: DAA-0307-2018-0001-0009
3.3	Membership List Disposition Authority Number: DAA-0307-2018-0001-0010
4	<b>Board Books</b>
4.1	NSB Board Books Disposition Authority Number: DAA-0307-2018-0001-0011

**Records Schedule Items**

Sequence Number								
1	<p><b>Administrative File</b> The National Science Board Office (NSBO) receives, generates, and processes documents for the National Science Board. These files contain information concerning the working of the National Science Board, i.e., correspondence files, and Nominations files.</p>							
1.1	<p><b>Correspondence</b> Disposition Authority Number      DAA-0307-2018-0001-0001  Correspondence includes congratulatory letters to award winners, responses to Administration and Congressional inquiries.  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?      Yes Do any of the records covered by this item exist as structured electronic data?                      Yes GRS or Superseded Authority Citation      NC1-307-82-1 / 6/B  <b>Disposition Instruction</b> Cutoff Instruction                        Cutoff at the end of each calendar year. Transfer to the National Archives for Accessioning      Transfer to the National Archives 15 year(s) after cutoff  <b>Additional Information</b> What will be the date span of the initial transfer of records to the National Archives?      From 2000 To 2004 How frequently will your agency transfer these records to the National Archives?      Every 1 Years</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></td> <td>2 MB</td> </tr> </tbody> </table>			Estimated Current Volume	Annual Accumulation	Electronic/Digital		2 MB
	Estimated Current Volume	Annual Accumulation						
Electronic/Digital		2 MB						

Paper		
Microform		
Hardcopy or Analog Special Media		

1.2

**Nomination File**

Disposition Authority Number      DAA-0307-2018-0001-0002

Consists of records of the nomination process including recommendations sent to the President.

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?      Yes

Do any of the records covered by this item exist as structured electronic data?      Yes

GRS or Superseded Authority Citation      NC1-307-82-1 / 6/A

**Disposition Instruction**

Cutoff Instruction                      Cutoff at the end of the calendar year.

Transfer to the National Archives for Accessioning      Transfer to the National Archives 15 year(s) after cutoff

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives?      From 1998 To 2004

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

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		15 MB

Paper		
Microform		
Hardcopy or Analog Special Media		

2 **NSB and Executive Committee Files**  
These files contain information documenting the work of the National Science Board and its Executive Committee, i.e., minutes of open and closed meetings, resolutions and statements, Reports, and the nomination process for selecting the recipient(s) the annual Vannevar Bush and Public Service Awards.

2.1 **Minutes of Meetings**

Disposition Authority Number      DAA-0307-2018-0001-0003

Minutes of open sessions include discussions and decisions concerning agenda priorities for upcoming Board meetings, audits of NSF, program updates, and special presentations made to the Board to assist in the performance of its governance and policy advisory roles.

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?      Yes

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

GRS or Superseded Authority Citation      NC1-307-82-1 / 2/A

**Disposition Instruction**

Cutoff Instruction                      Cutoff at end of each calendar year.

Transfer to the National Archives for Accessioning      Transfer to the National Archives 15 year(s) after cutoff

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives?      From 1992 To 2004

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

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		3 MB
Paper		
Microform		
Hardcopy or Analog Special Media		

2.2

**Minutes of Closed Meetings**

Disposition Authority Number **DAA-0307-2018-0001-0004**

Minutes of closed session include deliberations and decisions on NSF budget, award, and personnel matters and elections of Board leadership.

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? **Yes**

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

GRS or Superseded Authority Citation **NC1-307-82-1 / 2/B**

**Disposition Instruction**

Cutoff Instruction **Cutoff at the end of each calendar year.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 15 year(s) after cutoff**

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives? **From 1992 To 2004**

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

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		3 MB
Paper		
Microform		
Hardcopy or Analog Special Media		

2.3

**Resolutions/Statements**

Disposition Authority Number **DAA-0307-2018-0001-0005**

Resolutions include decisions of the Board regarding proposed grant and contract awards submitted by NSF. Statements include Board positions on issues of pressing importance to the national science and engineering enterprise.

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? **Yes**

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

**Disposition Instruction**

Cutoff Instruction **Cutoff at the end of each calendar year.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 15 year(s) after cutoff**

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives? **From 1992 To 2004**

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

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

2.4

**NSB Reports**

Disposition Authority Number **DAA-0307-2018-0001-0006**

NSB Reports include those reports authored by the Board in response to Congressional or Administration request, mandated by existing statute, or as a self-initiated study of a pressing issue in fulfillment of the Board's policy advisory role.

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? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

GRS or Superseded Authority Citation **NC1-307-82-1 / 4**

**Disposition Instruction**

Cutoff Instruction **Cutoff at the end of each calendar year.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 15 year(s) after cutoff**

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives? **From 1983 To 2004**

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

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		60 MB
Paper		
Microform		
Hardcopy or Analog Special Media		

2.5

**Nominations for and Recipients of the Vannevar Bush and Public Service Awards**

Disposition Authority Number **DAA-0307-2018-0001-0007**

The Vannevar Bush Award honors truly exceptional lifelong leaders in science and technology who have made substantial contributions to the welfare of the Nation through public service activities in science, technology, and public policy. The National Science Board (NSB) Public Service Award honors individuals and groups that have made substantial contributions to increasing public understanding of science and engineering in the United States.

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? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

GRS or Superseded Authority Citation **NC1-307-82-1 / 7**

**Disposition Instruction**

Cutoff Instruction **Cutoff at the end of each calendar year.**

Transfer to the National Archives for Accessioning      Transfer to the National Archives 15 year(s) after cutoff

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives?      From 1997 To 2004

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

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

**3 NSB Committee Files**

These files contain information documenting the work of the permanent Committees of the National Science Board, i.e., minutes of open and closed meetings, member lists and reports.

**3.1 Minutes of Public Committee Meetings**

Disposition Authority Number      DAA-0307-2018-0001-0008

The Committee Minutes of open sessions include deliberations and decisions made within the standing and ad hoc committees of the NSB.

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?      Yes

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

GRS or Superseded Authority Citation NC1-307-82-1 /4

**Disposition Instruction**

Cutoff Instruction Cutoff at the end of each calendar year.

Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after cutoff

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives? From 1992 To 2004

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

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

3.2

**Minutes of Closed Committee Meetings**

Disposition Authority Number DAA-0307-2018-0001-0009

The Committee Minutes of closed sessions include deliberations and decisions made within the standing and ad hoc committees of the NSB concerning budget, award, and/or personnel issues.

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? Yes

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

GRS or Superseded Authority Citation **NC1-307-82-1 / 4**

**Disposition Instruction**

Cutoff Instruction **Cutoff at the end of each calendar year.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 15 year(s) after cutoff**

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives? **From 1992 To 2004**

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

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

3.3

**Membership List**

Disposition Authority Number **DAA-0307-2018-0001-0010**

Membership lists include the names and background of all Board members, their committee assignments, and years of service. These lists are used to comply with information requests, including FOIA.

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in **Yes**

electronic format(s) other than e-mail and word processing?

Do any of the records covered by this item exist as structured electronic data? **Yes**

GRS or Superseded Authority Citation **NC1-307-82-1 /4**

**Disposition Instruction**

Cutoff Instruction **Cutoff at the end of each year.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 15 year(s) after cutoff**

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives? **From 1996 To 2004**

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

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		0.1 MB
Paper		
Microform		
Hardcopy or Analog Special Media		

4  
4.1

**Board Books**

**NSB Board Books**

Disposition Authority Number **DAA-0307-2018-0001-0011**

These files contain records of all NSB documents and materials use for Board meetings as presented to the Board in the respective Board Book, i.e., minutes of previous open and closed meetings, agendas for current meeting, and supporting documents for information, and actions items for discussion during respective meetings.

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?** Yes

**Do any of the records covered by this item exist as structured electronic data?** Yes

**GRS or Superseded Authority Citation** NC1-307-82-1 / 5/B.

**Disposition Instruction**

**Cutoff Instruction** Cutoff at the end of each calendar year.

**Transfer to the National Archives for Accessioning** Transfer to the National Archives 15 year(s) after cutoff

**Additional Information**

**What will be the date span of the initial transfer of records to the National Archives?** From 1992 To 2004

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

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		150 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
07/13/2018	Certify	Kris McFail	Head, Records and Information Management	Office of Information and Resource Management - Division of Administrative Services
09/11/2018	Return for Revision	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
11/08/2018	Submit For Certification	Kris McFail	Head, Records and Information Management	Office of Information and Resource Management - Division of Administrative Services
11/08/2018	Certify	Kris McFail	Head, Records and Information Management	Office of Information and Resource Management - Division of Administrative Services
04/08/2019	Return for Revision	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
04/24/2019	Submit For Certification	Kris McFail	Head, Records and Information Management	Office of Information and Resource Management - Division of Administrative Services
05/09/2019	Certify	Kris McFail	Head, Records and Information Management	Office of Information and Resource Management - Division of Administrative Services
10/07/2019	Submit for Concurrence	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA

10/10/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/15/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
10/17/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist