

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NIR) WASHINGTON, D.C. 20408		JOB NUMBER 71-414-03-1	DATE RECEIVED 05-13-03
1. FROM (Agency or establishment) Office of Personnel Management		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Federal Executive Boards		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 "with-drawn" in column 10.	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Nancy G. Miller			
5. TELEPHONE (202) 606-0077		DATE 8-11-03	ARCHIVIST OF THE UNITED STATES John W. Carl
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 ___ 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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 7/28/03	SIGNATURE OF AGENCY REPRESENTATIVE <i>Mary Beth Smith Barney for Nancy G. Miller</i>		TITLE Agency Records Officer
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED RETENTION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	The attached schedule is for the Federal Executive Boards (FEB). These boards are active in the regions and provide coordination among Federal agencies on a number of projects and tasks. The boards are coordinated by the Office of Personnel Management (OPM) and have never had a separate schedule. Due to their nature, FEBs are not part of OPM,s Record Group (478). FEBs are listed under Record Group 414, "Records of Regional Committees, Commissions, and Boards."		

115-09

NSN 7540-00-634-4084
PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA
36 CFR 1228

cc: Agency, NR, NWMD, NWMDWA

Administration Records (FEB/ADM)

Administration records of a Federal Executive Board (FEB) document its organization and those activities and functions it performs as part of its mission. (NOTE: this schedule also includes records of Federal Executive Associations, or Councils.)

Records should be routinely retired to a records center. In most cases, this should occur when records are three years old. In some cases, an FEB may need to retire records to a center earlier. Such instances might include a larger volume of records than normal, a change in a sponsoring agency, a change in an FEB Executive Director or Chair, among other reasons.

1. **Organizational and Functional Files.**
Consists of letters of appointment for FEB Executive Director, Chair, Vice Chair, Board members, committee chairs, organizational structure of the FEB, and/or similar records.
PERMANENT. Break annually and maintain by year. Transfer to FRC in five-year groups. Offer to NARA when 20 years old.

2. **Policy Directives and Communication Files.**
Consists of directives to and from the FEB, correspondence to and from FEB. All correspondence and directives can be in the form of email, fax, printed materials, etc.
 - A. **Directives issued or received by FEB Executive Director, Chair or Vice-Chair of FEB. Includes policies received from OPM, OMB, other federal agencies, and similar if those directives direct or affect the actions of the FEB.**
PERMANENT. Break annually and maintain by year. Transfer to FRC three years after break. Offer to NARA when 20 years old.

 - B. **Correspondence of FEB Executive Director. Projects, policies, and dissemination of information that concerns all federal executives.**
PERMANENT. Break annually and maintain by year. Transfer to FRC three years after break. Offer to NARA when 20 years old.

 - C. **Correspondence of Chair and Vice-Chair of FEB. Projects, directives, and dissemination of information that concerns all federal executives.**
PERMANENT. Break annually and maintain by year. Transfer to FEB Executive Director for transfer to FRC three years after break. Offer to NARA when 20 years old.

 - D. **Routine Correspondence. Clarification or interpretation of directives and procedures.**
Break annually and maintain by year. Destroy three years after break.

- E. Correspondence Control. Letter/memo templates, address lists that can be on paper or in databases, related records. This does not include indices of correspondence, which are to be filed with correspondence above. Destroy or delete when superseded or no longer needed for operations, whichever is later.
3. Membership Meetings. Consists of records dealing with annual, monthly, quarterly OR other membership meetings.
- A. Minutes, agenda, reports about a meeting, and related documentation. PERMANENT. Break annually and maintain by year. Transfer to FRC three years after break. Offer to NARA when 20 years old.
- B. Routine meeting records. Announcements, handouts, sign-in rosters, speaker/meeting evaluations, and similar documentation. Break annually. Destroy three years after break.
4. Reports.
- A. Annual Report created for OPM or other federal agency. PERMANENT. Break annually and maintain by year. Transfer to FRC three years after break. Offer to NARA when 20 years old.
- B. All other documents compiled to create annual report. Destroy three years after issuance of annual report or when no longer needed for operations, whichever is later.
- C. Final Reports on events, projects, or programs not represented by a committee. PERMANENT. Break annually or upon completion of program. Transfer to FRC three years after break. Offer to NARA when 20 years old.
- NOTE: Responsible party submits reports to FEB Executive Director, Chair, or Vice-Chair.

5. **Committee Records.**

Documentation of the activities of standing and ad hoc committees.

A. **Official Minutes and Agenda.** Minutes and agenda of Policy Board and/or Steering Committee.

PERMANENT. Break annually and maintain by year. Transfer to FRC three years after break. Offer to NARA when 20 years old.

B. **Official Committee Files.** Papers of standing and ad hoc committees, such as minutes, agenda, final reports and related records that document the activities of each committee. Also, papers relating to events that a FEB sponsors and a committee has created or coordinated.

PERMANENT. Break annually and maintain by year. Transfer to FRC three years after break. Offer to NARA when 20 years old.

C. **Routine Committee Files.** Drafts, working papers, notes, coordinating messages, and similar documentation.

Break annually. Destroy three years after break.

NOTE: Committee chairs must transfer ALL closed committee records to FEB director at the end of each calendar year.

6. **Event Organizing.**

Records created to organize an event, unless a committee has performed this work. Events might include charity kick-offs, seminars, awards ceremonies, etc.

Break annually or upon completion of event. Transfer to FRC three years after break. Destroy five years after break.

NOTE: Responsible party must submit final report to FEB Executive Director or Chair.

7. **General Programs.**

Long-standing programs that do not fall under a committee. Includes Federal Women's programs, Take Your Child to Work Day, Computer Donations, etc.

Break annually or upon completion of program. Transfer to FRC three years after break. Destroy five years after break.

NOTE: Responsible party must submit final report to FEB Executive Director or Chair.

8. **Special Projects.**

One-time project of a non-routine nature requested by OPM

or other federal agencies. Projects vary according to region and can include disaster coordination, salary surveys, salary and reimbursement studies, surveys of federal employees, etc.

- | | |
|---|--|
| <p>A. Project papers. Planning records, study results, minutes of meetings, final reports, and related.</p> | <p>PERMANENT. Break annually and maintain by year. Transfer to FRC three years after break. Offer to NARA when 20 years old.</p> |
| <p>B. Routine papers. Staff assignments, coordination papers, routine correspondence, and related.</p> | <p>Break annually. Transfer to FRC when superseded by similar project or three years after close of project whichever is later. Destroy after ten years.</p> |
| <p>9. Publications.</p> | |
| <p>A. Brochures, membership directories, newsletters, etc. published or designed under the authority of the FEB.</p> | <p>PERMANENT. Break annually and maintain by year. Transfer record copy to FRC three years after break. Offer to NARA when 20 years old.</p> |
| <p>B. Publication Release Information. Releases for photographs, copyrighted materials, and other items used in the creation of FEB publications.</p> | <p>Maintain for the active life of the publication. Destroy three years after break.</p> |
| <p>C. Publication Background Files. Layouts, camera-ready copies, drafts, submissions, etc.</p> | <p>Maintain for the active life of the publication. Destroy three years after break.</p> |
| <p>10. Training and Information Projects. Manuals, videos, and other items developed by and/or for the FEB in order to inform and train internal and external staff in the mission of the FEB.</p> | |
| <p>11. Electronic Mail and Word Processing System Copies for Administration Records
Electronic copies of records that are created on electronic mail and word processing systems and used solely to</p> | |

generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

A. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Destroy/delete within 180 days after the recordkeeping copy has been produced.
NOTE: Recordkeeping copy can be electronic version or printed to paper. In the case of electronic mail, transmittal data must be retained with the recordkeeping copy.

B. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Destroy/delete when dissemination, revision, or updating is completed.

Business Operations Records (FEB/BUS)

A Federal Executive Board (FEB) receives support from federal agencies in its metropolitan area, which may include contracts, purchases, travel arrangements, etc. The agency providing this support maintains the record copy of the business records. The FEB may receive copies of these documents and can dispose of them when no longer needed for business purposes.

If an FEB creates its own business records, they must be retained according to the following schedule. If an FEB maintains business records not listed in this schedule, refer to the General Records Schedule. (NOTE: this schedule also includes records of Federal Executive Associations, or Councils.)

NOTE: All business records series are listed in the General Records Schedule. While these series are an important part of the schedule, they do not need approval and are not listed in this submission.