

# WITHDRAWN-RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0478-2017-0004

## Request for Records Disposition Authority

Records Schedule Number      DAA-0478-2017-0004  
Schedule Status                Returned Without Action

Agency or Establishment        Office of Personnel Management  
Record Group / Scheduling Group   Records of the Office of Personnel Management  
Records Schedule applies to    Major Subdivision  
Major Subdivision                Federal Executive Boards  
Schedule Subject                Federal Executive Boards (FEBs)  
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	5

GAO Approval

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Records Schedule: DAA-0478-2017-0004

## Outline of Records Schedule Items for DAA-0478-2017-0004

Sequence Number	
1	Federal Executive Board Reporting Files Disposition Authority Number: DAA-0478-2017-0004-0001
2	Federal Executive Board and Committee Program Files Disposition Authority Number: DAA-0478-2017-0004-0002
3	Federal Executive Board and Committee Project Files Disposition Authority Number: DAA-0478-2017-0004-0003
4	Federal Executive Board Training Files Disposition Authority Number: DAA-0478-2017-0004-0004
5	Federal Executive Board Alternative Dispute Resolution (ADR) Case Files Disposition Authority Number: DAA-0478-2017-0004-0005

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## Records Schedule Items

Sequence Number	
1	<p data-bbox="411 427 960 459"><b>Federal Executive Board Reporting Files</b></p> <p data-bbox="411 478 1184 506">Disposition Authority Number      DAA-0478-2017-0004-0001</p> <p data-bbox="411 532 1515 670">These files contain records relating to the reporting activities of the FEBs. These records include, but are not limited to, monthly reports, annual reports, composite reports, responses to annual data calls, ad hoc reports, situational reports, substantive background information, and other related materials.</p> <p data-bbox="411 691 960 719">Final Disposition                      Temporary</p> <p data-bbox="411 740 960 768">Item Status                              Withdrawn</p> <p data-bbox="411 789 865 817">Is this item media neutral?          Yes</p> <p data-bbox="411 838 865 957">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      Yes</p> <p data-bbox="411 978 865 1064">Do any of the records covered by this item exist as structured electronic data?                      Yes</p> <p data-bbox="411 1106 714 1134"><b>Disposition Instruction</b></p> <p data-bbox="411 1155 1285 1183">Cutoff Instruction                      Cut off at the end of the fiscal year.</p> <p data-bbox="411 1204 1218 1232">Retention Period                      Destroy 10 year(s) after cutoff</p> <p data-bbox="411 1276 714 1304"><b>Additional Information</b></p> <p data-bbox="411 1325 994 1353">GAO Approval                          Not Required</p>
2	<p data-bbox="411 1393 1162 1425"><b>Federal Executive Board and Committee Program Files</b></p> <p data-bbox="411 1444 1189 1472">Disposition Authority Number      DAA-0478-2017-0004-0002</p> <p data-bbox="411 1498 1515 1670">These files contain records relating to the activities of the FEBs and committees in directing and carrying out their policies, functions, and responsibilities. These records include, but are not limited to, plans, strategic plans, policies, regulatory guidance, procedures, charters, by-laws, meeting and briefing materials, program reviews, and other related materials.</p> <p data-bbox="411 1691 960 1719">Final Disposition                      Temporary</p> <p data-bbox="411 1740 960 1768">Item Status                              Withdrawn</p> <p data-bbox="411 1789 865 1817">Is this item media neutral?          Yes</p> <p data-bbox="411 1838 865 1902">Do any of the records covered by this item currently exist in</p>

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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**

### Disposition Instruction

Cutoff Instruction **Cut off when superseded or obsolete.**

Retention Period **Destroy 7 year(s) after cutoff or when no longer needed for business occurs, whichever is later**

### Additional Information

GAO Approval **Not Required**

### Federal Executive Board and Committee Project Files

Disposition Authority Number **DAA-0478-2017-0004-0003**

These files contain records relating to the projects, initiatives, and outreach activities of the FEBs and committees, including those projects in support of emergency preparedness and continuity of operations (COOP), White House initiatives, leadership and workforce development and support, and technical and job skills. These records include, but are not limited to, project plans; reports and project reviews; agendas and meeting notes; correspondence; background materials; substantive drafts; and other related materials created in support of FEB projects, initiatives, and outreach activities.

Final Disposition **Temporary**

Item Status **Withdrawn**

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**

### Disposition Instruction

Cutoff Instruction **Cut off at the end of the fiscal year.**

Retention Period **Destroy year(s) after**

### Additional Information

GAO Approval **Not Required**

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### Federal Executive Board Training Files

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Disposition Authority Number DAA-0478-2017-0004-0004

These files contain records relating to the training activities of the FEBs, including training in support of emergency preparedness and continuity of operations (COOP), White House initiatives, leadership and workforce support and development, and technical and job skills. These records include, but are not limited to, training materials, documentation in support of administrative and planning activities, agendas, participant lists and rosters, brochures and flyers, newsletters, publications, and other related materials.

Final Disposition Temporary

Item Status Withdrawn

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

## Disposition Instruction

Cutoff Instruction Cut off at the end of the fiscal year.

Retention Period Destroy 7 year(s) after cutoff

## Additional Information

GAO Approval Not Required

## Federal Executive Board Alternative Dispute Resolution (ADR) Case Files

Disposition Authority Number DAA-0478-2017-0004-0005

These files contain records relating to the Alternative Dispute Resolution activities of the FEBs. These records include, but are not limited to, applications and requests for mediation, statements, testimonies, evaluations, meeting notes, findings, proposed resolutions, agreements, and other related materials.

Final Disposition Temporary

Item Status Withdrawn

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

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Records Schedule: **DAA-0478-2017-0004**

Disposition Instruction

Cutoff Instruction

Cut off at closure of case or final determination.

Retention Period

Destroy 5 year(s) after cutoff

Additional Information

GAO Approval

Not Required

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## 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
12/01/2016	Return to Submitter	Alicia Hoefke	Agency Records Officer	Chief Information Officer - Records Management
12/01/2016	Certify	Alicia Hoefke	Agency Records Officer	Chief Information Officer - Records Management
07/18/2017	Return Without Action	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services

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