

Request for Records Disposition Authority

Records Schedule Number DAA-0478-2018-0003
Schedule Status Approved
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

The Federal Executive Boards (FEBs), established by Presidential Directive in 1961, are a forum for communication and collaboration among Federal agencies outside of Washington, DC. They are located in areas across the country with significant Federal employment. Board members are the highest-ranking senior officials, career and political, representing Federal Departments and Agencies in the FEB coverage area.

FEBs build interagency partnerships and community involvement to create and nurture working relationships that address issues of shared interest. They provide: a forum for the exchange of information between Washington and the field about programs, management strategies, and administrative challenges; a point of coordination for the development and operation of Federal programs having common characteristics; a means of communication to strengthen understanding and support within field offices regarding management's initiatives and concerns; and Federal representation and involvement within their communities.

FEB activities include, but are not limited to: disseminating information on Administration initiatives; sharing technical knowledge and resources in procurement, human resources management, and information technology; pooling of resources to provide common services such as training and alternative dispute resolution; and emergency operations.

This schedule applies to the records of both the individual FEBs and the FEB Program Office (headquarters) at the U.S. Office of Personnel Management (OPM). As such, it supersedes N1-414-03-001 (assigned to the record group for regional committees, commissions, and boards) and N1-478-02-004 (assigned to OPM). This schedule should be assigned to RG 478.

Item Count

| Number of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |
|-----------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| 16 | 5 | 11 | 0 |

GAO Approval

Outline of Records Schedule Items for DAA-0478-2018-0003

| Sequence Number | |
|-----------------|--|
| 1 | Federal Executive Board and Committee Program Files |
| 1.1 | Program Files of the FEB Headquarters Disposition Authority Number: DAA-0478-2018-0003-0001 |
| 1.2 | Meeting and Briefing Materials of FEB Headquarters Programs Disposition Authority Number: DAA-0478-2018-0003-0002 |
| 1.3 | Substantive Drafts of FEB Headquarters Program Documents and Background Materials Disposition Authority Number: DAA-0478-2018-0003-0003 |
| 1.4 | Program Files of Individual FEBs Disposition Authority Number: DAA-0478-2018-0003-0004 |
| 2 | Federal Executive Board and Committee Project Files |
| 2.1 | Headquarters Project Files Disposition Authority Number: DAA-0478-2018-0003-0005 |
| 2.2 | Agendas and Meeting Notes of the FEB Headquarters Projects Disposition Authority Number: DAA-0478-2018-0003-0006 |
| 2.3 | Substantive Drafts and Background Materials of FEB Headquarters Project Documents Disposition Authority Number: DAA-0478-2018-0003-0007 |
| 2.4 | Individual FEB Project Files Disposition Authority Number: DAA-0478-2018-0003-0008 |
| 3 | Federal Executive Board Reporting Files |
| 3.1 | FEB Headquarters Final Summary Reports Disposition Authority Number: DAA-0478-2018-0003-0009 |
| 3.2 | Final Reports of Individual FEBs Disposition Authority Number: DAA-0478-2018-0003-0010 |
| 3.3 | All Other FEB Reporting Records Disposition Authority Number: DAA-0478-2018-0003-0011 |
| 4 | Federal Executive Board Training Files |
| 4.1 | Government-wide and Headquarters Training Final Products Disposition Authority Number: DAA-0478-2018-0003-0012 |
| 4.2 | All Other Training Files Disposition Authority Number: DAA-0478-2018-0003-0013 |
| 5 | Federal Executive Board Headquarters Annual Meeting Files Disposition Authority Number: DAA-0478-2018-0003-0014 |

- 6 Federal Executive Board Alternative Dispute Resolution (ADR) or Shared Neutral Program Files
- 6.1 ADR or Shared Neutrals Reports and Contact Lists
Disposition Authority Number: DAA-0478-2018-0003-0015
- 6.2 ADR Case Files of Individual FEBs
Disposition Authority Number: DAA-0478-2018-0003-0016

Records Schedule Items

| Sequence Number | |
|-----------------|--|
| 1 | <p>Federal Executive Board and Committee Program Files 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 plans, strategic plans, policies, regulatory guidance, publications, procedures, charters, by-laws, Memoranda of Understanding, originating memoranda suggesting Administrative initiatives for the upcoming year, and program reviews.</p> |
| 1.1 | <p>Program Files of the FEB Headquarters Disposition Authority Number DAA-0478-2018-0003-0001</p> <p>These records include the final version of plans, strategic plans, policies, regulatory guidance, procedures, charters, by-laws, memoranda of understanding, memoranda suggesting administrative initiatives for the upcoming year, and program reviews.</p> <p>Final Disposition Permanent</p> <p>Item Status Active</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? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>GRS or Superseded Authority Citation N1-478-02-004/4 N1-478-02-004/1</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off when superseded or obsolete.</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives in 5 year blocks 15 year(s) after most recent record is cutoff</p> <p>Additional Information</p> <p>First year of records accumulation 1961</p> <p>What will be the date span of the initial transfer of records to the National Archives? From 1961 To 2002</p> |

How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

| | Estimated Current Volume | Annual Accumulation |
|----------------------------------|--------------------------|---------------------|
| Electronic/Digital | 5 GB | 700 MB |
| Paper | 0.1 Cubic feet | |
| Microform | | |
| Hardcopy or Analog Special Media | | |

1.2

Meeting and Briefing Materials of FEB Headquarters Programs

Disposition Authority Number **DAA-0478-2018-0003-0002**

These files include meeting materials of the FEB headquarters programs that are not captured in item 14, annual meeting files.

Final Disposition **Temporary**

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 **N1-478-02-004/5**

Disposition Instruction

Cutoff Instruction **Cut off at the end of the fiscal year in which the meeting took place.**

Retention Period **Destroy 7 year(s) after cutoff**

Additional Information

GAO Approval **Not Required**

1.3

Substantive Drafts of FEB Headquarters Program Documents and Background Materials

Disposition Authority Number DAA-0478-2018-0003-0003

These records include substantive drafts of plans, strategic plans, policies, regulatory guidance, publications, procedures, by-laws, memoranda of understanding, originating memoranda, and program reviews, as well as background materials.

Final Disposition Temporary

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

Disposition Instruction

Cutoff Instruction Cut off upon completion and acceptance of the final product or a documented decision that the final product will not be produced.

Retention Period Destroy 7 year(s) after cutoff

Additional Information

GAO Approval Not Required

1.4

Program Files of Individual FEBs

Disposition Authority Number DAA-0478-2018-0003-0004

Final Disposition Temporary

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 N1-414-03-001/1
N1-414-03-0001/2A

N1-414-03-0001/2B
N1-414-03-0001/2C
N1-414-03-0001/2D
N1-414-03-001/2E
N1-414-03-001/3A
N1-414-03-001/3B
N1-414-03-001/5A
N1-414-03-001/5B
N1-414-03-001/5C
N1-414-03-001/9A
N1-414-03-001/9B
N1-414-03-001/9C

Disposition Instruction

Cutoff Instruction Cut off when superseded or obsolete

Retention Period Destroy 7 year(s) after cutoff

Additional Information

GAO Approval Not Required

2 **Federal Executive Board and Committee Project Files**
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. These records include publications, project plans, reports not captured in item 3 or 6, project reviews, agendas and meeting notes, correspondence, background materials, and substantive drafts.

2.1 **Headquarters Project Files**

Disposition Authority Number DAA-0478-2018-0003-0005

These records include final publications, project plans, reports, and project reviews, as well as correspondence.

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 N1-478-02-004/ 6a

Disposition Instruction

Cutoff Instruction Cut off at the conclusion of the project.

Transfer to the National Archives for Accessioning Transfer to the National Archives in 5 year blocks 15 year(s) after most recent record is cutoff

Additional Information

First year of records accumulation 1961

What will be the date span of the initial transfer of records to the National Archives? From 1961 To 2002

How frequently will your agency transfer these records to the National Archives? Every 5 Years

| | Estimated Current Volume | Annual Accumulation |
|----------------------------------|--------------------------|---------------------|
| Electronic/Digital | 5 GB | 700 MB |
| Paper | 0.35 Cubic feet | |
| Microform | | |
| Hardcopy or Analog Special Media | | |

2.2

Agendas and Meeting Notes of the FEB Headquarters Projects

Disposition Authority Number DAA-0478-2018-0003-0006

These files consist of meeting materials of the FEB headquarters projects that are not captured in item 5.

Final Disposition Temporary

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

| | | |
|-----|--|---|
| 2.3 | 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 in which the meeting took place. |
| | Retention Period | Destroy 7 year(s) after cutoff |
| | Additional Information | |
| | GAO Approval | Not Required |
| | Substantive Drafts and Background Materials of FEB Headquarters Project Documents | |
| | Disposition Authority Number | DAA-0478-2018-0003-0007 |
| | These records include substantive drafts of publications, project plans, reports, and project reviews, as well as background materials. | |
| | Final Disposition | Temporary |
| | 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 |
| | Disposition Instruction | |
| | Cutoff Instruction | Cut off upon completion and acceptance of the final product or a documented decision that the final product will not be produced. |
| | Retention Period | Destroy 7 year(s) after cutoff |
| | Additional Information | |
| | GAO Approval | Not Required |
| 2.4 | Individual FEB Project Files | |
| | Disposition Authority Number | DAA-0478-2018-0003-0008 |
| | Final Disposition | Temporary |
| | 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 **N1-478-02-004/6b
N1-414-03-001/6
N1-414-03-001/7
N1-414-03-001/8A
N1-414-03-001/8B**

Disposition Instruction

Cutoff Instruction **Cut off at conclusion of the project.**

Retention Period **Destroy 7 year(s) after cutoff**

Additional Information

GAO Approval **Not Required**

3

Federal Executive Board Reporting Files

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 supporting materials, and other related materials not captured in item 2, project files.

3.1

FEB Headquarters Final Summary Reports

Disposition Authority Number **DAA-0478-2018-0003-0009**

Annual reports and final situational reports to oversight organizations.

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 **N1-478-02-004/ 2**

Disposition Instruction

Cutoff Instruction **Cut off at the end of the fiscal year.**
 Transfer to the National Archives for Accessioning **Transfer to the National Archives in 5 year blocks 15 year(s) after newest recrd is 5 years old**

Additional Information

First year of records accumulation **1961**
 What will be the date span of the initial transfer of records to the National Archives? **From 1961 To 2002**
 How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

| | Estimated Current Volume | Annual Accumulation |
|----------------------------------|--------------------------|---------------------|
| Electronic/Digital | 10 GB | 1.5 GB |
| Paper | .5 Cubic feet | |
| Microform | | |
| Hardcopy or Analog Special Media | | |

3.3

All Other FEB Reporting Records

Disposition Authority Number **DAA-0478-2018-0003-0011**
 Final Disposition **Temporary**
 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 **N1-414-03-001/4B**

| | | |
|-----|--|--|
| | Disposition Instruction | |
| | Cutoff Instruction | Cut off at the end of the fiscal year. |
| | Retention Period | Destroy 3 year(s) after cutoff |
| | Additional Information | |
| | GAO Approval | Not Required |
| 4 | Federal Executive Board Training Files | |
| | 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. 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, and other related materials. | |
| 4.1 | Government-wide and Headquarters Training Final Products | |
| | Disposition Authority Number | DAA-0478-2018-0003-0012 |
| | 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 |
| | Disposition Instruction | |
| | Cutoff Instruction | Cut off when superseded or obsolete |
| | Transfer to the National Archives for Accessioning | Transfer to the National Archives in 5 year blocks 15 year(s) after most recent record is cutoff |
| | Additional Information | |
| | First year of records accumulation | 1961 |
| | What will be the date span of the initial transfer of records to the National Archives? | From 1961 To 2012 |
| | How frequently will your agency transfer these records to the National Archives? | Every 5 Years |

| | Estimated Current Volume | Annual Accumulation |
|----------------------------------|--------------------------|---------------------|
| Electronic/Digital | 5 GB | 700 MB |
| Paper | 0.1 Cubic feet | |
| Microform | | |
| Hardcopy or Analog Special Media | | |

4.2

All Other Training Files

Disposition Authority Number DAA-0478-2018-0003-0013

Final Disposition Temporary

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 N1-478-02-004/3
N1-414-03-001/10

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

5

Federal Executive Board Headquarters Annual Meeting Files

Disposition Authority Number DAA-0478-2018-0003-0014

Series includes annual meetings sponsored by OPM for staff and officers or members. These records include, but are not limited to, administrative and planning information, agendas, participant lists, and meeting summaries.

Final Disposition Temporary

| | | |
|-----|---|--|
| | 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 | N1-478-02-004/5 |
| | Disposition Instruction | |
| | Cutoff Instruction | Cut off at the end of the fiscal year in which the event took place. |
| | Retention Period | Destroy 15 year(s) after cutoff |
| | Additional Information | |
| | GAO Approval | Not Required |
| 6 | Federal Executive Board Alternative Dispute Resolution (ADR) or Shared Neutral Program Files | |
| | These files contain records relating to the Alternative Dispute Resolution or Shared Neutrals programs of individual FEBs and related coordination activities of the FEB HQ. ADR memoranda of understanding are captured under item 1, program files. | |
| 6.1 | ADR or Shared Neutrals Reports and Contact Lists | |
| | Disposition Authority Number | DAA-0478-2018-0003-0015 |
| | Final Disposition | Temporary |
| | 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 |
| | Disposition Instruction | |
| | Cutoff Instruction | Cut off when superseded or obsolete |
| | Retention Period | Destroy 5 year(s) after cutoff |

6.2

Additional Information

GAO Approval Not Required

ADR Case Files of Individual FEBs

Disposition Authority Number DAA-0478-2018-0003-0016

These records include, but are not limited to, applications and requests for mediation, statements, testimonies, evaluations, findings, proposed resolutions, agreements, and other related materials.

Final Disposition Temporary

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

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

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 |
|------------|--------------------------|------------------|---|--|
| 03/13/2018 | Certify | Bethany Letalien | Management Analyst | Office of the Chief Information Officer - Information Management Division |
| 03/21/2018 | Return for Revision | David Weber | Senior Appraisal Archivist | National Archives and Records Administration - Records Management Services |
| 03/21/2018 | Submit For Certification | Bethany Letalien | Management Analyst | Office of the Chief Information Officer - Information Management Division |
| 03/21/2018 | Certify | Bethany Letalien | Management Analyst | Office of the Chief Information Officer - Information Management Division |
| 09/24/2018 | Submit for Concurrence | David Weber | Senior Appraisal Archivist | National Archives and Records Administration - Records Management Services |
| 09/28/2018 | Concur | Sebastian Welch | Supervisory Archives Specialist | National Archives and Records Administration - ACR4 |
| 10/02/2018 | Concur | Margaret Hawkins | Director of Records Management Services | National Records Management Program - ACNR Records Management Services |
| 10/03/2018 | Approve | David Ferriero | Archivist of the United States | Office of the Archivist - Office of the Archivist |