

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>71-478-02-4</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>6-11-2002</i>	
1. FROM (Agency or establishment) Office of Personnel Management		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office of the Chief Information Officer		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Federal Executive Board Operations			
4. NAME OF PERSON WITH WHOM TO CONFER Kyna M. Fernandez	4. TELEPHONE NUMBER () 202-606-4070	DATE <i>8-22-02</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>
<p>5. AGENCY CERTIFICATION</p> <p>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 <u>2</u> page(s) are not needed now for the business for 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,</p> <p><input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.</p>			
DATE <i>6-5-02</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Nancy Eddin Miller</i>		TITLE OPM Records Officer
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See attached Federal Executive Board Operations		
<i>cc Agency NR Numbr Numbr</i>			

Federal Executive Board Operations

1. Historical FEB Files

Maintained in hard copy in 3 ring binders, this series may include copies of presidential correspondence, memos, FEB annual reports, workplan guidance, annual meeting agenda and membership lists. The series is arranged chronologically and covers 1961 through 1976. Similar records are available from 1988 forward, but are not arranged in this manner. Current volume is 3 binders (approximately 6 inches). ~~If the series were to be continued, Annual accumulation would be approximately 1½ inches per year. There are no originals in this series, and the records are in poor condition.~~

chg ok by
Ngm (OPM)

Permanent. Break at end of calendar year. Transfer to NARA in 10 year blocks 30 years after break.

2. FEB Annual Reports

Series consists of consolidated FEB annual reports compiled from regional FEB annual reports. FEB information is not included in the OPM annual report. Series is maintained in hard copy in chronological order and includes reports from 1995 to current.

Permanent. Cut off at end of calendar year. Transfer to NARA in 10 year blocks 30 years after cutoff.

3. FEB Publications

Series consists of developmental material including cost information and final product. One record copy is included with OPM publications.

Temporary. Break when publication superseded or discontinued. Destroy 7 years after break.

4. FEB Guidance

Case files contain an originating memo signed by the OPM Director to directors of individual FEBs suggesting administrative initiatives for the upcoming year. To the extent they are returned, the series also includes workplans submitted by individual FEBs. Series is maintained in hard copy in chronological order.

Temporary. Break at end of calendar year. Destroy 7 years after break.

5. FEB Conference Files

Series includes conferences sponsored by OPM for staff and officers/members. Annual conference case files contain administrative and planning information, agenda, participant lists and meeting summaries. Mid-year conference case files contain agenda and meeting summaries. Series is maintained in hard copy in chronological order.

Temporary. Break at end of calendar year in which the event took place. Destroy 7 years after break.

6. FEB Project Files

Series includes both FEB and government-wide project initiatives. Case files include an initiative or descriptive memorandum, working files and final reports. Series is maintained in hard copy in chronological order.

a. Government-wide policy initiatives not included in OPM policy documents.

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Series includes such projects as Strategic Planning/GPRA and FEB Funding Initiatives.

Permanent. Break at conclusion of project. Transfer to NARA in 10 year blocks 30 years after break.

b. FEB initiatives.

Series includes such projects as the Public Employees Roundtable.

Temporary. Break at conclusion of project. Destroy 7 years after break.

7. FEB Web Site

Series consists of electronic versions of material uploaded to the web site, including internal clearances.

- a. Web site content. Includes text and graphics of existing pages, does not preserve links to sites external to FEB.

Temporary. Destroy after 30 days or when no longer needed, whichever is longer.

- b. Web site administrative documentation. Includes comments and feedback from users; requests for non-technical changes to site;

Temporary. Destroy after 30 days or when no longer needed, whichever is longer.

- c. Web site technical documentation. May include site map; internal clearance information; migration and audit logs; information on presentation format, content and approvals; and security and system, server

Temporary. Destroy after 30 days or when no longer needed, whichever is longer.

8. Electronic Mail and Word Processing System Copies

Consist of electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revisions or dissemination.

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

Temporary. Destroy/delete when recordkeeping copy has been produced.

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

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