

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0595-2015-0001**  
Schedule Status                **Approved**

Agency or Establishment      **Privacy and Civil Liberties Oversight Board**  
Record Group / Scheduling Group   **Records of the Privacy and Civil Liberties Oversight Board**  
Records Schedule applies to      **Agency-wide**  
Schedule Subject                **Comprehensive schedule**  
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
<b>5</b>	<b>2</b>	<b>3</b>	<b>0</b>

### GAO Approval

## Outline of Records Schedule Items for DAA-0595-2015-0001

Sequence Number	
1	<b>Records of Board Decisions and Actions</b>
1.1	<b>Bucket 1: Final Board Decisions and Actions – Unclassified Disposition Authority Number: DAA-0595-2015-0001-0001</b>
1.2	<b>Bucket 2: Final Board Decisions and Actions – Classified Disposition Authority Number: DAA-0595-2015-0001-0002</b>
2	<b>Board Operational, Management, and Administrative Records</b>
2.1	<b>Bucket 3: Board Operational Records Disposition Authority Number: DAA-0595-2015-0001-0003</b>
2.2	<b>Bucket 4: Board Management Records Disposition Authority Number: DAA-0595-2015-0001-0004</b>
2.3	<b>Bucket 5: Board Administrative Records Disposition Authority Number: DAA-0595-2015-0001-0005</b>

## Records Schedule Items

Sequence Number	
1	<p><b>Records of Board Decisions and Actions</b> Formal records of the Board, that document Board decisions and actions. Including, but not limited to, final board reports, formal correspondence, policy documents, final budget submissions, Board calendars, press releases and public statements, hearing and meeting material (agendas, transcripts, and minutes), Board biographies, email of senior officials, and agency organization charts and statements. See crosswalk for additional information.</p>
1.1	<p><b>Bucket 1: Final Board Decisions and Actions – Unclassified</b></p> <p>Disposition Authority Number      <b>DAA-0595-2015-0001-0001</b></p> <p>Formal records of the Board, that document Board decisions and actions. Including, but not limited to, final board reports, formal correspondence, policy documents, final budget submissions, Board calendars, press releases and public statements, hearing and meeting material (agendas, transcripts, and minutes), Board biographies, email of senior officials, and agency organization charts and statements. See crosswalk for additional information.</p> <p>Final Disposition                      <b>Permanent</b></p> <p>Item Status                                <b>Active</b></p> <p>Is this item media neutral?            <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?        <b>No</b></p> <p>GRS or Superseded Authority Citation      <b>GRS 6.1\010</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                        <b>Cutoff annually</b></p> <p>Transfer to the National Archives for Accessioning      <b>Transfer to the National Archives 15 year(s) after cutoff</b></p> <p><b>Additional Information</b></p> <p>What will be the date span of the initial transfer of records to the National Archives?                      <b>From 2012 To 2012</b></p> <p>How frequently will your agency transfer these records to the National Archives?                      <b>Every 1 Years</b></p>

1.2

**Bucket 2: Final Board Decisions and Actions – Classified**

Disposition Authority Number      **DAA-0595-2015-0001-0002**

**Classified records related to final Board decisions and actions.**

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?          **No**

GRS or Superseded Authority  
Citation                                  **GRS 6.1\010**

**Disposition Instruction**

Cutoff Instruction                      **Cutoff annually**

Transfer to the National Archives  
for Accessioning                      **Transfer to the National Archives in 5 year blocks 25  
year(s) after cutoff**

**Additional Information**

What will be the date span of the  
initial transfer of records to the  
National Archives?                      **From 2012 To 2017**

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

2

**Board Operational, Management, and Administrative Records**

**Records that support the development of formal Board actions and records, as well as the general administrative records of the Board. Includes, but is not limited to: administrative management records, financial records, human resources records, information technology records, legal and policy records, and security records. See crosswalk for more detail.**

2.1

**Bucket 3: Board Operational Records**

Disposition Authority Number      **DAA-0595-2015-0001-0003**

**Records of longer-term value that support the formal actions of the Board. Includes, but is not limited to records management files, routine procurement files, finance management records, training records, timekeeping records, information**

technology feasibility files, non-significant policy records, freedom of information records, and email of non-Capstone officials. See crosswalk for more detail.

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? No

GRS or Superseded Authority Citation  
GRS 1\29a(1),29a(2)&29b  
GRS 2\7&8  
GRS 5\3a&3b  
GRS 18\17a&17b  
GRS 27\1,2,3&6  
GRS 1.1\010  
GRS 3.1\010,011&040  
GRS 4.1\010,020&030  
GRS 4.2\020,040,050&080

**Disposition Instruction**

Cutoff Instruction Cutoff annually

Retention Period Destroy 7 years after cutoff, or when no longer needed for agency business, whichever is later.

**Additional Information**

GAO Approval Not Required

2.2

**Bucket 4: Board Management Records**

Disposition Authority Number DAA-0595-2015-0001-0004

Records of medium-term value that support the formal actions of the Board and other management functions. Includes, but is not limited to records disposition files, administration and housekeeping files, procurement communication records, lower-value financial records, position descriptions, training acknowledgement records, and working files. See crosswalk for more detail.

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? No

2.3	GRS or Superseded Authority Citation	GRS 1\3,&7b GRS 2\6a,6b&24 GRS 3\4a,4b,8a,8b,9a,9b&9c GRS 5\1,2&4 GRS 7\1 GRS 9\4a,4b&7 GRS 11\1,2a,2b(1)&2b(2) GRS 12\2a,2b,2c,4,6a,6b,6c,6d,6e,6f,6g&6h GRS 18\1,8,9,13a,13b,16a,16b,21,26,27&28 GRS 21\3,9&14 GRS 23\1&5a GRS 27\7 GRS 1.1\011&020 GRS 3.1\010.020,030 GRS 4.1\040
	Disposition Instruction	
	Cutoff Instruction	Cutoff annually
	Retention Period	Destroy 3 years after cutoff, or when no longer needed for agency business, whichever is later.
	Additional Information	
	GAO Approval	Not Required
	Bucket 5: Board Administrative Records	
	Disposition Authority Number	DAA-0595-2015-0001-0005
	Records of transitory or short-term value that support the general operations and administration of the Board. Includes, but is not limited to backup tapes, website records, mailing lists, and transitory records. See crosswalk for more detail.	
	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?	No
	GRS or Superseded Authority Citation	GRS 11\5 GRS 13\4a&4b GRS 16\1a&1b GRS 23\7 GRS 3.2\030,040&041 GRS 4.3\020&040 GRS 4.1\010&040

Disposition Instruction

Retention Period

Destroy when no longer needed

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
12/29/2014	Certify	Renee Gewercman	Attorney Advisor AR O	PCLOB - PCLOB
08/31/2015	Return for Revision	Sean Curry	Senior Appraisal Archivist	National Archives and Records Administration - Agency Services
10/22/2015	Submit For Certification	Renee Gewercman	Attorney Advisor AR O	PCLOB - PCLOB
10/22/2015	Certify	Renee Gewercman	Attorney Advisor AR O	PCLOB - PCLOB
12/08/2015	Submit for Concurrence	Lisa Clavelli	Supervisor, ACNR Appraisal Team 2	National Archives and Records Administration - Records Management Services
12/09/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
12/10/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
12/14/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist

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<b>BUCKET 1: FINAL BOARD DECISIONS AND ACTIONS – UNCLASSIFIED</b>				
	<b>SERIES</b>	<b>DESCRIPTION</b>	<b>DISPOSITION</b>	<b>SUPERSEDED ITEMS</b>
1.1	Final Board reports	Reports formally adopted by the Board through a vote, including semi-annual reports and reports dedicated to specific operational activities, such as the Section 702 Program Report.	Permanent. Cutoff annually. Transfer to the National Archives 15 years after cutoff.	NEW ITEM
1.2	Official correspondence	Correspondence between the PCLOB and individuals, agencies, and entities outside of the PCLOB that have a significant impact on the Board or are of significant public interest. Includes correspondence with the Legislature, including Questions for the Record. These communications are generally to and from senior officials. They document policy-making decisions or significant program management Functions.	Permanent. Cutoff annually. Transfer to the National Archives 15 years after cutoff.	NEW ITEM
1.3	Significant policies	Documents, including policies and legal opinions, that outline agency policy affecting agency planning and programs, and agency origin and organization (including delegations of authority).	Permanent. Cutoff annually. Transfer to the National Archives 15 years after cutoff.	NEW ITEM
1.4	Significant decisions, not to include administrative or personnel decisions	Policy decisions affecting agency planning and programs. These are memorialized by decision memoranda that record the vote of each Board member or by Sunshine Act meeting transcripts.	Permanent. Cutoff annually. Transfer to the National Archives 15 years after cutoff.	NEW ITEM
1.5	Final budget submissions to Office of Management and Budget		Permanent. Cutoff annually. Transfer to the National Archives 15 years after cutoff.	NEW ITEM
1.6	Significant activities of Board members (captured on the calendar)	Central calendar of significant activities, phone calls, meetings, trips, office visits, or	Permanent. Cutoff annually. Transfer to	NEW ITEM

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		other activities of Board members that document official agency business.	the National Archives 15 years after cutoff.	
1.7	Press releases/public statements		Permanent. Cutoff annually. Transfer to the National Archives 15 years after cutoff.	NEW ITEM
1.8	Federal Register notices and public comments		Permanent. Cutoff annually. Transfer to the National Archives 15 years after cutoff.	NEW ITEM
1.9	Hearing and meeting materials	This may include agendas, transcripts, and statements submitted for the record.	Permanent. Cutoff annually. Transfer to the National Archives 15 years after cutoff.	NEW ITEM
1.10	Board Member Biographies		Permanent. Cutoff annually. Transfer to the National Archives 15 years after cutoff.	NEW ITEM
1.11	Email of Capstone Officials (Capstone Officials are Board Members, the General Counsel, and the Executive Director).	** by tenure	Permanent. Cutoff <del>annually</del> Transfer to the National Archives 15 years after cutoff.	GRS 6.1 Item 010
1.12.	Organization Charts	Formal, and final organization charts and functional statements, documenting the organization of the Board.	Permanent. Cutoff when superseded. Transfer to the National Archives 15 years after cutoff.	NEW ITEM
1.13	Records related to the former Privacy and Civil Liberties Oversight Board that was a part of the Executive Office of the President from 2006 through 2007.	Records from the former Privacy and Civil Liberties Oversight Board that operated within the Executive Office of the President between 2006 and 2007. Includes records that document the operational start of the former Board, and its early actions.	Permanent. Cutoff annually. Transfer to the National Archives 15 years after cutoff.	NEW ITEM

\*\* Pen-and-ink to change cutoff to tenure, 6/14/2016. Approved 6/15/2016.

<b>BUCKET 2: FINAL BOARD DECISIONS AND ACTIONS – CLASSIFIED</b>				
	<b>SERIES</b>	<b>DESCRIPTION</b>	<b>DISPOSITION</b>	<b>SUPERSEDED ITEMS</b>
2.1	Final Board reports	Reports formally adopted by the Board through a vote, including semi-annual reports and reports dedicated to specific operational activities, such as the Section 702 Program Report.	Permanent. Cutoff annually. Transfer to the National Archives 25 years after cutoff.	NEW ITEM
2.2	Official correspondence	Correspondence between the PCLOB and individuals, agencies, and entities outside of the PCLOB that have a significant impact on the Board or are of significant public interest. These communications are generally to and from senior officials. They document policy-making decisions or significant program management Functions.	Permanent. Cutoff annually. Transfer to the National Archives 25 years after cutoff.	NEW ITEM
2.3	Hearing and meeting material	This may include agendas, transcripts, and presentations.	Permanent. Cutoff annually. Transfer to the National Archives 25 years after cutoff.	NEW ITEM
2.4	Email of Capstone Officials (Capstone Officials are Board Members, the General Counsel, and the Executive Director)	** by tenure	Permanent. Cutoff <del>annually</del> . Transfer to the National Archives after declassification review.	GRS 6.1 Item 010
2.5	Significant decisions, not to include administrative or personnel decisions	Policy decisions affecting agency planning and programs. These are memorialized by decision memoranda that record the vote of each Board member or by Sunshine Act meeting transcripts.	Permanent. Cutoff annually. Transfer to the National Archives 25 years after cutoff.	NEW ITEM

\*\* Pen-and-ink to change cutoff to tenure, 6/14/2016. Approved 6/15/2016.

NOTE: Cutoff for all temporary items is annually, unless otherwise noted.

NOTE: Personnel records that are not listed within this schedule will be managed in accordance with the GRS.

<b>BUCKET 3: BOARD OPERATIONAL FILES</b>			
<b>SUB-BUCKET 1: ADMINISTRATIVE MANAGEMENT</b>			
	<b>SERIES / DESCRIPTION</b>	<b>DISPOSITION</b>	<b>SUPERSEDED</b>
3.1.1	Records management files, including disposition and other records that relate to the management of agency records	Temporary. Destroy 7 years after cutoff, or when no longer needed for agency business, whichever is later.	GRS 4.1, items 010, 020 and 030.
3.1.2	Records of PCLOB staff briefings to the Board	Temporary. Destroy 7 years after cutoff, or when no longer needed for agency business, whichever is later.	NEW ITEM
<b>SUB-BUCKET 2: FINANCE</b>			
	<b>SERIES / DESCRIPTION</b>	<b>DISPOSITION</b>	<b>SUPERSEDED</b>
3.2.1	Routine Procurement Files (Transactions that exceed the simplified acquisition threshold and all construction contracts exceeding \$2,000)	Temporary. Destroy 7 years after cutoff, or when no longer needed for agency business, whichever is later.	GRS 1.1, item 010
3.2.2	Tax exemption files	Temporary. Destroy 7 years after cutoff, or when no longer needed for agency business, whichever is later.	GRS 1.1, item 010
3.2.3	Finance management including budget reports (exclusive of final annual submission to OMB), general accounting ledgers and appropriation allotment files	Temporary. Destroy 7 years after cutoff, or when no longer needed for agency business, whichever is later.	GRS 5, Items 3a and 3b; GRS 1.1, item 010
3.2.4	Accountable Officers' Files	Temporary. Destroy 7 years after cutoff, or when no longer needed for agency business, whichever is later.	GRS 1.1, item 010
3.2.5	Procurement communications and procurements within the simplified acquisition threshold	Temporary. Destroy 7 years after cutoff, or when no longer needed for agency business, whichever is later.	GRS 1.1, item 010
<b>SUB-BUCKET 3: HUMAN RESOURCE MANAGEMENT</b>			
	<b>SERIES / DESCRIPTION</b>	<b>DISPOSITION</b>	<b>SUPERSEDED</b>
3.3.1	Records related to training programs sponsored by other government agencies or non-government institutions	Temporary. Destroy 7 years after cutoff, or when no longer needed for agency business, whichever is later.	GRS 1, Items 29a(1), 29a(2), and 29b

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3.3.2	Timekeeping records	Temporary. Destroy 7 years after cutoff, or when no longer needed for agency business, whichever is later.	GRS 2, Items 7 and 8
<b>SUB-BUCKET 4: INFORMATION TECHNOLOGY</b>			
	<b>SERIES / DESCRIPTION</b>	<b>DISPOSITION</b>	<b>SUPERSEDED</b>
3.4.1	Chief Information Officer records	Temporary. Destroy 7 years after cutoff, or when no longer needed for agency business, whichever is later.	GRS 27, Items 1- 3, 6; GRS 4.2, item 080
3.4.2	IT feasibility studies, and infrastructure and design records	Temporary. Destroy 7 years after cutoff, or when no longer needed for agency business, whichever is later.	GRS 3.1, item 011; GRS 3.1, item 010
3.4.3	IT Oversight and Compliance Records	Temporary. Cutoff when project activity/transaction is completed or superseded. Destroy 7 years after cutoff, or when no longer needed for agency business, whichever is later.	GRS 3.1, item 040
<b>SUB-BUCKET 5: LEGAL AND POLICY</b>			
	<b>SERIES / DESCRIPTION</b>	<b>DISPOSITION</b>	<b>SUPERSEDED</b>
3.5.1	Office policies (excluding significant policies)	Temporary. Cutoff when superseded or obsolete. Destroy 7 years after cutoff, or when no longer needed for agency business, whichever is later.	NEW ITEM
3.5.2	FOIA materials	Temporary. Cutoff after final agency or final adjudication by the courts, whichever is later. Destroy 7 years after cutoff, or when no longer needed for agency business, whichever is later.	GRS 4.2, items 020 and 040
3.5.3	Privacy Act materials	Temporary. Cutoff after final agency or final adjudication by the courts, whichever is later. Destroy 7 years after cutoff, or when no longer needed for agency business, whichever is later.	GRS 4.2, items 020 and 050
3.5.4	Legal support and compliance records not mentioned elsewhere. NOTE this item does not include ethics records, which are to be managed in accordance with the GRS.	Temporary. Destroy 7 years after cutoff, or when no longer needed for agency business, whichever is later.	NEW ITEM
<b>SUB-BUCKET 6: SECURITY</b>			
	<b>SERIES / DESCRIPTION</b>	<b>DISPOSITION</b>	<b>SUPERSEDED</b>
3.6.1	Visitor Control Files	Temporary. Destroy 7 years after cutoff, or when no	GRS 18, Items 17a

		longer needed for agency business, whichever is later.	and 17b
<b>SUB-BUCKET 7: OTHER</b>			
	<b>SERIES / DESCRIPTION</b>	<b>DISPOSITION</b>	<b>SUPERSEDED</b>
3.7.1	Email of Non-Capstone Officials	Temporary. Destroy 7 years after cutoff, or when no longer needed for agency business, whichever is later.	NEW ITEM

\*\* Cutoff by tenure.

<b>BUCKET 4: BOARD MANAGEMENT RECORDS</b>			
<b>SUB-BUCKET 1: ADMINISTRATIVE MANAGEMENT</b>			
	<b>SERIES / DESCRIPTION</b>	<b>DISPOSITION</b>	<b>SUPERSEDED</b>
4.1.1	Facilities and space maintenance	Temporary. Destroy 3 years after cutoff, or when no longer needed for agency business, whichever is later.	GRS 11, Items 1, 2a, 2b(1), and 2b(2)
4.1.2	Communications records (i.e., phone and mail)	Temporary. Destroy 3 years after cutoff, or when no longer needed for agency business, whichever is later.	GRS 12, Items 2a, 2b, 2c, 4, 6a, 6b, 6c, 6d, 6e, 6f, 6g, and 6h.; GRS 1.1, item 011
4.1.3	Significant activities of staff (captured on the calendar, excluding significant activities of Board members)	Temporary. Destroy 3 years after cutoff, or when no longer needed for agency business, whichever is later.	GRS 23 Item 5a, GRS 27 Item 7
4.1.4	Internal Administration and Housekeeping Files	Temporary, Destroy 3 years after cutoff, or when no longer needed for agency business, whichever is later.	GRS 23, item 1
4.1.5	Inventory control	Temporary. Destroy 3 years after cutoff, or when no longer needed for agency business, whichever is later.	GRS 3, Items 4a, 4b, 8a, 8b, 9a, 9b, and 9c; ;
4.1.6	Forms and Templates	Temporary, Destroy 3 years after cutoff, or when no longer needed for agency business, whichever is later.	GRS 4.1, item 040
<b>SUB-BUCKET 2: FINANCE</b>			
	<b>SERIES / DESCRIPTION</b>	<b>DISPOSITION</b>	<b>SUPERSEDED</b>
4.2.1	Budget planning, research, correspondence, apportionment, and report files (including Congressional justification books)	Temporary. Destroy 3 years after cutoff, or when no longer needed for agency business, whichever is later.	GRS 5, Items 1, 2, 4

\*\* Pen-and-ink to change cutoff to tenure,  
6/14/2016. Approved 6/15/2016.

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4.2.2	Records supporting compilation of agency financial statements and related audit, and all records of all other reports	Temporary. Cutoff at completion of audit or closure of financial statement/accounting treatment/issue. Destroy 3 years after cutoff, or when no longer needed for agency business, whichever is later.	GRS 1.1, item 020
4.2.3	Accounting administrative files, correspondence and subject files	Temporary. Destroy 3 years after cutoff, or when no longer needed for agency business, whichever is later.	GRS 7, Item 1
4.2.4	Travel and transportation	Temporary. Destroy 3 years after cutoff, or when no longer needed for agency business, whichever is later.	GRS 9, Items 4a, 4b, and 7
<b>SUB-BUCKET 3: HUMAN RESOURCE MANAGEMENT</b>			
	<b>SERIES / DESCRIPTION</b>	<b>DISPOSITION</b>	<b>SUPERSEDED</b>
4.3.1	Personnel and payroll correspondence files (general administration)	Temporary. Destroy 3 years after cutoff, or when no longer needed for agency business, whichever is later.	GRS 1, Item 3; GRS 2, Item 24
4.3.2	Position Description	Temporary. Cutoff when position description is superseded or eliminated. Destroy 3 years after cutoff, or when no longer needed for agency business, whichever is later.	GRS 1, Item 7b
4.3.3	Internal training materials, training certificates, and training compliance documentation. Includes acknowledgement forms for trainings in various areas including telework and security. NOTE: item does not include Ethics training, which are to be managed in accordance with the GRS.	Temporary. Destroy 3 years after cutoff, or when no longer needed for agency business, whichever is later.	GRS 21, Items 3, 9, 14; GRS 23, Item 1
4.3.4	Leave Application Forms	Temporary. Destroy 3 years after cutoff, or when no longer needed for agency business, whichever is later.	GRS 2, items 6a and 6b
<b>SUB-BUCKET 4: INFORMATION TECHNOLOGY</b>			
	<b>SERIES / DESCRIPTION</b>	<b>DISPOSITION</b>	<b>SUPERSEDED</b>
4.4.1	Technology and information management, including records of admin rights, IT security	Temporary. Cutoff after all necessary follow-up actions have been completed. Destroy 3 years after cutoff, or when no longer needed for agency business, whichever is later.	GRS 3.2, item 020; GRS 3.1, items 010, 020, and 030.
<b>SUB-BUCKET 5: PUBLIC AFFAIRS</b>			

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	<b>SERIES / DESCRIPTION</b>	<b>DISPOSITION</b>	<b>SUPERSEDED</b>
4.5.1	Generally, including, correspondence and papers on pending legislation, briefing materials, and press advisories not captured in other series.	Temporary. Destroy 3 years after cutoff, or when no longer needed for agency business, whichever is later.	NEW ITEM
<b>SUB-BUCKET 6: SECURITY</b>			
	<b>SERIES / DESCRIPTION</b>	<b>DISPOSITION</b>	<b>SUPERSEDED</b>
4.6.1	Emergency planning: Correspondence and Test Files	Temporary. Destroy 3 years after cutoff, or when no longer needed for agency business, whichever is later.	GRS 18, Items 26 and 28
4.6.2	Emergency planning: Plan Case Files	Temporary, Cutoff when related plan is superseded/ Destroy 3 years after cutoff, or when no longer needed for agency business, whichever is later.	GRS 18, item 27
4.6.3	Facilities security	Temporary. Destroy 3 years after cutoff, or when no longer needed for agency business, whichever is later.	GRS 18, Items 8, 9, 13a, 13b, 16a, and 16b
4.6.4	Classified documents administrative correspondence files	Temporary. Destroy 3 years after cutoff, or when no longer needed for agency business, whichever is later.	GRS 18, Item 1
4.6.5	Security clearance administrative files	Temporary. Destroy 3 years after cutoff, or when no longer needed for agency business, whichever is later.	GRS 18, Item 21
<b>SUB-BUCKET 7: OTHER</b>			
	<b>SERIES / DESCRIPTION</b>	<b>DISPOSITION</b>	<b>SUPERSEDED</b>
4.7.1	Records created in the course of supporting the Board's mission, but of no historical value - Weekly reports - MFRs	Temporary. Destroy 3 years after cutoff, or when no longer needed for agency business, whichever is later.	NEW ITEM
4.7.2	Strategic planning; strategic planning records related to the Government Performance and Results Act (GPRA) that are not covered elsewhere.	Temporary. Destroy 3 years after cutoff, or when no longer needed for agency business, whichever is later.	NEW ITEM
4.7.3	Working Files; working files and drafts related to Board activities, including creation of formal reports.	Temporary. Destroy 3 years after cutoff, or when no longer needed for agency business, whichever is later.	NEW ITEM

<b>BUCKET 5: BOARD ADMINISTRATIVE RECORDS</b>			
<b>SUB-BUCKET 1: ADMINISTRATIVE MANAGEMENT</b>			
	<b>SERIES / DESCRIPTION</b>	<b>DISPOSITION</b>	<b>SUPERSEDED</b>
5.1.1	Administrative issuances	Temporary. Destroy when superseded or when no longer needed for agency business.	GRS 16, Items 1a and 1b
5.1.2	Finding aids/indexes (except those that relate to permanent items, in which case they default to permanent and are transferred with the permanent records)	Temporary. Destroy when superseded or when no longer needed for agency business.	GRS 4.1, item 010
5.1.3	Building and equipment service files, excluding fiscal	Temporary. Destroy when superseded or when no longer needed for agency business.	GRS 11, Item 5
5.1.4	Routine requests for information or publications; routine requests for information of publications, and copies of replies which require no administrative action, no policy decision, and no special compilation or research for reply.	Temporary. Destroy when superseded or when no longer needed for agency business.	GRS 4.2, item 010
<b>SUB-BUCKET 2: INFORMATION TECHNOLOGY</b>			
	<b>SERIES / DESCRIPTION</b>	<b>DISPOSITION</b>	<b>SUPERSEDED</b>
5.2.1	Files relating to the creation, use, and maintenance of computer systems	Temporary. Cutoff after verification. Destroy when superseded or when no longer needed for agency business.	GRS 3.2, item 030; GRS 4.3, item 020
5.2.2	Backup tapes	Temporary. Cutoff when superseded by a full backup and/or when full backup is verified. Destroy after cutoff.	GRS 3.2 040, 041
5.2.3	PCLOB.gov (only if the information is non-record or a copy of a record that is being maintained, for the purposes of records management, elsewhere)	Temporary. Destroy when superseded or when no longer needed for agency business.	NEW ITEM
<b>SUB-BUCKET 3: PUBLIC AFFAIRS</b>			
	<b>SERIES / DESCRIPTION</b>	<b>DISPOSITION</b>	<b>SUPERSEDED</b>
5.3.1	Mailing lists	Temporary. Destroy when superseded or when no longer needed for agency business.	GRS 13, Items 4a and 4b
<b>SUB-BUCKET 4: OTHER</b>			
	<b>SERIES / DESCRIPTION</b>	<b>DISPOSITION</b>	<b>SUPERSEDED</b>

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5.4.1	Board Member and staff emails that are of short term interest (180 days or less), which have minimal or no documentary or evidential value Records documenting routine activities containing no substantive information, such as routine notifications of meetings, scheduling of work-related trips and visits, and other scheduling related activities.	Temporary. Destroy when superseded or when no longer needed for agency business.	GRS 23, Item 7
5.4.2	Emails cross-filed with other records. Emails that have permanent significance will be captured by a separate memorandum and be categorized as permanent records. The underlying email will be destroyed when no longer needed.	Temporary. Destroy when superseded or when no longer needed for agency business.	GRS 4.3, item 040
5.4.3	Task trackers	Temporary. Destroy when superseded or when no longer needed for agency business.	GRS 23, Item 7