

## Request for Records Disposition Authority

Records Schedule Number      DAA-0064-2016-0015

Schedule Status      Approved

  

Agency or Establishment      National Archives and Records Administration

Record Group / Scheduling Group      Records of the National Archives and Records Administration

Records Schedule applies to      Agency-wide

Schedule Subject      Non-NARA-sponsored Committee Records

Internal agency concurrences will be provided      No

Background Information      NARA Records associated with committees, task forces, boards, and working groups, etc., including NARA-sponsored committees on substantive policy/ programmatic issues, internal administrative/ facilitative matters, and Non-NARA-sponsored committees whose activities have a substantive impact on NARA are schedule under authorities N1-0064-1996-0002. However, the records for Non-NARA-sponsored committees whose activities have negligible impact on NARA have remained UNSCHEDULED. This schedule will cover the records of NARA staff members who act as representatives of NARA, and whose mandates, functions, and activities do not cause NARA to revise its policies/programs. Some examples from the past are: committees of professional associations, such as the Society of American Archivists (SAA), and the International Council on Archives (ICA); standards organizations, such as the American National Standards Institute (ANSI); and Federal interagency committees, such as the Federal Geographic Data Committee (FGDC). This schedule EXCLUDES committees where NARA is the designated sponsor or coordinating agency with official governing, policy, or recordkeeping responsibilities.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

### GAO Approval

## Outline of Records Schedule Items for DAA-0064-2016-0015

Sequence Number	
1	Non-NARA-sponsored Committees
1.1	All Non-NARA-sponsored Committee records Disposition Authority Number: DAA-0064-2016-0015-0001

## Records Schedule Items

Sequence Number																	
1	<p><b>Non-NARA-sponsored Committees</b></p> <p>The records of NARA staff who act as representatives of NARA on Non-NARA-sponsored committees, task forces, boards, working groups, and the like; and whose objective, functions, and activities do not cause NARA to revise its policies/programs, etc. Some examples of these are: committees of professional associations, such as the Society of American Archivists (SAA), and the International Council on Archives (ICA); standards organizations, such as the American National Standards Institute (ANSI); and Federal interagency committees, such as the Federal Geographic Data Committee (FGDC).</p>																
1.1	<p><b>All Non-NARA-sponsored Committee records</b></p> <p>Disposition Authority Number      DAA-0064-2016-0001</p> <p>Records and files in various formats including, but are not limited to records that document the organizations, their establishment, membership, policies, by laws, nominating letters, agendas, briefing books, deliberations, questionnaires, surveys, other data accumulation, findings, recommendations, accomplishments, meeting minutes/transcripts, correspondences, circulated materials, studies, publications, speeches, and reports. This schedule also included routine administrative records created in association with these functions/activities such as mailings, distribution, registrations, reservations, correspondences, and similar routine administrative records.</p> <table><tr><td>Final Disposition</td><td>Temporary</td></tr><tr><td>Item Status</td><td>Active</td></tr><tr><td>Is this item media neutral?</td><td>Yes</td></tr><tr><td>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</td><td>No</td></tr></table> <table border="1"><tr><td>Manual Citation</td><td>Manual Title</td></tr><tr><td>115-4</td><td>NARA Records Schedule</td></tr></table> <p><b>Disposition Instruction</b></p> <table><tr><td>Cutoff Instruction</td><td>Cutoff files annually at end of fiscal year of activity.</td></tr><tr><td>Retention Period</td><td>Destroy 7 year(s) after cut off</td></tr></table> <p><b>Additional Information</b></p>	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	Manual Citation	Manual Title	115-4	NARA Records Schedule	Cutoff Instruction	Cutoff files annually at end of fiscal year of activity.	Retention Period	Destroy 7 year(s) after cut off
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115-4	NARA Records Schedule																
Cutoff Instruction	Cutoff files annually at end of fiscal year of activity.																
Retention Period	Destroy 7 year(s) after cut off																

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
11/07/2016	Return to Submitter	Richard Marcus	Records Officer	Chief Operating Officer - Corporate Records Management
11/07/2016	Certify	Richard Marcus	Records Officer	Chief Operating Officer - Corporate Records Management
02/07/2017	Submit for Concurrence	Tom Cotter	Appraiser	National Archives and Records Administration - ACRA
02/10/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
02/10/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
02/14/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist