

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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> <table> <tr> <td>Final Disposition</td><td>Permanent</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>Yes</td></tr> <tr> <td>Do any of the records covered by this item exist as structured electronic data?</td><td>Yes</td></tr> <tr> <td>GRS or Superseded Authority Citation</td><td>N1-478-02-004/4 N1-478-02-004/1</td></tr> </table> <p>Disposition Instruction</p> <table> <tr> <td>Cutoff Instruction</td><td>Cut off when superseded or obsolete.</td></tr> <tr> <td>Transfer to the National Archives for Accessioning</td><td>Transfer to the National Archives in 5 year blocks 15 year(s) after most recent record is cutoff</td></tr> </table> <p>Additional Information</p> <table> <tr> <td>First year of records accumulation</td><td>1961</td></tr> <tr> <td>What will be the date span of the initial transfer of records to the National Archives?</td><td>From 1961 To 2002</td></tr> </table>	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	N1-478-02-004/4 N1-478-02-004/1	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	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
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	N1-478-02-004/4 N1-478-02-004/1																				
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																				
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	0.1 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
2.4	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
	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 record 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	5 GB	700 MB
Paper	0.1 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

3.2

Final Reports of Individual FEBs

Disposition Authority Number

DAA-0478-2018-0003-0010

Annual reports covering strategic/operational plan goals

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

N1-414-03-001/4A
N1-414-03-001/4C

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

	<p>Disposition Instruction</p> <p>Cutoff Instruction Cut off at the end of the fiscal year.</p> <p>Retention Period Destroy 3 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
4	<p>Federal Executive Board Training Files</p> <p>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.</p>
4.1	<p>Government-wide and Headquarters Training Final Products</p> <p>Disposition Authority Number DAA-0478-2018-0003-0012</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>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 2012</p> <p>How frequently will your agency transfer these records to the National Archives? Every 5 Years</p>

	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

6	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
	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
6.1	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