

## Request for Records Disposition Authority

Records Schedule Number DAA-0220-2021-0001

Schedule Status Approved

Agency or Establishment Public Buildings Reform Board

Record Group / Scheduling Group Records of Temporary Committees, Commissions, and Boards

Records Schedule applies to Agency-wide

Schedule Subject Public Buildings Reform Board Comprehensive Records Schedule

Internal agency concurrences will be provided No

Background Information This schedule covers records series, unique to the Public Buildings Reform Board, that are generated, maintained and disposed of by the administrative and programmatic activities within the Public Buildings Reform Board. This includes records regarding federally owned and commercially leased real properties. This schedule is designed to cover all records where related to federal asset disposal practices and processes as described by the Federal Asset Sales & Transfers Act of 2016, as amended.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
7	7	0	0

GAO Approval

## Outline of Records Schedule Items for DAA-0220-2021-0001

Sequence Number	
1	Public Website (PBRB.gov - official Public Buildings Reform Board website) Disposition Authority Number: DAA-0220-2021-0001-0001
2	Legal Opinions and Litigation Records Disposition Authority Number: DAA-0220-2021-0001-0002
3	Program Management Records Disposition Authority Number: DAA-0220-2021-0001-0003
4	Real Property Disposal Case Records Disposition Authority Number: DAA-0220-2021-0001-0004
5	Board Establishment Records Disposition Authority Number: DAA-0220-2021-0001-0005
6	Records of Board Meetings Disposition Authority Number: DAA-0220-2021-0001-0008
7	Board Reports and Recommendations Disposition Authority Number: DAA-0220-2021-0001-0009

## Records Schedule Items

Sequence Number	
1	<p data-bbox="345 380 1409 415"><b>Public Website (PBRB.gov - official Public Buildings Reform Board website)</b></p> <p data-bbox="345 432 1149 468">Disposition Authority Number      <b>DAA-0220-2021-0001-0001</b></p> <p data-bbox="345 485 1524 562"><b>All Board reports, news releases, Board Member biographies, meeting and briefing materials.</b></p> <p data-bbox="345 579 919 615">Final Disposition                      <b>Permanent</b></p> <p data-bbox="345 632 849 667">Item Status                              <b>Active</b></p> <p data-bbox="345 684 805 720">Is this item media neutral?          <b>No</b></p> <p data-bbox="345 737 927 772">Explanation of limitation           <b>Digital Only</b></p> <p data-bbox="345 789 805 919">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 data-bbox="345 953 659 989"><b>Disposition Instruction</b></p> <p data-bbox="345 1014 1438 1245">Transfer to the National Archives for Accessioning      <b>The website will be transferred to the University of North Texas (UNT) upon termination of the Board under the provisions of the affiliated archives relationship established in 2006 (<a href="http://www.archives.gov/press/press-releases/2006/nr06-00.html">http://www.archives.gov/press/press-releases/2006/nr06-00.html</a>)</b></p> <p data-bbox="345 1278 656 1314"><b>Additional Information</b></p> <p data-bbox="345 1339 1065 1434">What will be the date span of the initial transfer of records to the National Archives?      <b>Unknown Unknown at this time.</b></p> <p data-bbox="345 1451 1406 1545">How frequently will your agency transfer these records to the National Archives?      <b>Unknown This is a one time transfer at sunset of Board.</b></p>
2	<p data-bbox="345 1640 886 1675"><b>Legal Opinions and Litigation Records</b></p> <p data-bbox="345 1692 1154 1728">Disposition Authority Number      <b>DAA-0220-2021-0001-0002</b></p> <p data-bbox="345 1745 1524 1892"><b>This series includes legal opinions, litigation case files and records related to the provisions of legal services on matters such as recommendations for property sales under the Federal Assets Sale and Transfer Act (FASTA) of 2016, the applicability of the Freedom of Information Act to PBRB records, and PBRB</b></p>

policies and practices regarding input from public stakeholders and adequate and proper documentation.

Final Disposition Permanent

Item Status Active

Is this item media neutral? No

Explanation of limitation Digital Only

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

### Disposition Instruction

Cutoff Instruction Cut off at the end of the fiscal year of final action (decision or settlement) or after all services have been rendered.

Transfer to the National Archives for Accessioning Transfer to the National Archives immediately after the termination of the Board.

### Additional Information

What will be the date span of the initial transfer of records to the National Archives? From 2019 To 2025

How frequently will your agency transfer these records to the National Archives? Unknown  
This is a one-time transfer at sunset of the Board

3

### Program Management Records

Disposition Authority Number DAA-0220-2021-0001-0003

Included in this series are guidance and policy documents around recommendations for real property disposal, correspondence, reviews, controls, reports, management projects, process documentation development, and agreements regarding real property data and information sharing.

Final Disposition Permanent

Item Status Active

Is this item media neutral? No

Explanation of limitation Digital Only

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

### Disposition Instruction

Transfer to the National Archives  
for Accessioning

Transfer to the National Archives immediately after  
the termination of the Board.

### Additional Information

What will be the date span of the  
initial transfer of records to the  
National Archives?

From 2019 To 2025

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

Unknown

This is a one-time transfer at sunset of the Board

### Real Property Disposal Case Records

Disposition Authority Number

DAA-0220-2021-0001-0004

This series includes copies of records related to federally-owned and leased buildings; records related to the process of analyzing federally-owned real property maintained in the Federal Real Property Portfolio (both developed and undeveloped); and records associated with property appraisal, the determination of excess real property, and the performance of due diligence project activities necessary to prepare the real property for disposal. Case files may contain some or all of the following original records: correspondence and public comments, appraisal reports and recommendations, legal opinions, and other supporting documentation, as well as copies of deeds, titles, acquisition and property transfer documents, permits, easements, agreements, commissioning and dedication documents, building evaluation and construction program planning records, photographs, documents related to building status and preservation, records related to environmental safety, fire, life, and security of the property, facilities servicing and maintenance files, traffic studies, feasibility, needs assessment reports, building engineering reports, certificates and warranties on equipment, records used in identifying installations and assets within a property that have a significant historical and/or architectural value, such as project files, art maintenance records, art appraisals, and art and/or structural restoration documents and related materials.

Final Disposition

Permanent

Item Status

Active

Is this item media neutral?

No

Explanation of limitation

Digital Only

Do any of the records covered  
by this item currently exist in  
electronic format(s) other than e-  
mail and word processing?

No

4

5

### Disposition Instruction

Transfer to the National Archives  
for Accessioning

Transfer to the National Archives immediately after  
the termination of the Board.

### Additional Information

What will be the date span of the  
initial transfer of records to the  
National Archives?

From 2019 To 2025

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

Unknown

This is a one-time transfer at sunset of the Board.

### Board Establishment Records

Disposition Authority Number

DAA-0220-2021-0001-0005

These records document the establishment of the Public Buildings Reform Board as an organization. They include legislative charter in P.L. 114-287, the Federal Assets Sale & Transfer Act of 2016 (FASTA) and appointment of Board Members, and Board Member biographies.

Final Disposition

Permanent

Item Status

Active

Is this item media neutral?

No

Explanation of limitation

Digital Only

Do any of the records covered  
by this item currently exist in  
electronic format(s) other than e-  
mail and word processing?

No

### Disposition Instruction

Transfer to the National Archives  
for Accessioning

Transfer to the National Archives immediately after  
the termination of the Board.

### Additional Information

What will be the date span of the  
initial transfer of records to the  
National Archives?

From 2019 To 2025

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

Unknown

This is a one-time transfer at sunset of the Board.

6

## Records of Board Meetings

Disposition Authority Number      **DAA-0220-2021-0001-0008**

Includes records of public meetings, public hearings, and meetings between Board staff or Board members and third parties. Includes agendas, materials presented to or prepared by or for the Board such as read ahead packets, background materials, reports (including drafts), and presentations, meeting minutes, and transcripts of meetings and hearings.

Final Disposition      **Permanent**

Item Status      **Active**

Is this item media neutral?      **No**

Explanation of limitation      **Digital Only**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?

**No**

## Disposition Instruction

Transfer to the National Archives for Accessioning      **Transfer to the National Archives immediately after the termination of the Board.**

## Additional Information

What will be the date span of the initial transfer of records to the National Archives?      **From 2019 To 2025**

How frequently will your agency transfer these records to the National Archives?      **Unknown**  
**This is a one-time transfer at sunset of the Board.**

7

## Board Reports and Recommendations

Disposition Authority Number      **DAA-0220-2021-0001-0009**

One copy each of all Board recommendations and Federal agency response documentation along with any correspondence, memorandums, studies, presentations, reports, and briefings produced by the Board related to its recommendations.

Final Disposition      **Permanent**

Item Status      **Active**

Is this item media neutral?      **No**

Explanation of limitation      **Digital Only**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?

No

#### Disposition Instruction

Transfer to the National Archives for Accessioning

Transfer to the National Archives immediately after the termination of the Board.

#### Additional Information

What will be the date span of the initial transfer of records to the National Archives?

From 2019 To 2025

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

Unknown

This is a one-time transfer at sunset of the Board.



## 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
12/01/2020	Return to Submitter	Courtney Johnson	Executive Officer	Public Buildings Reform Board - Public Buildings Reform Board
04/19/2021	Certify	Courtney Johnson	Executive Officer	Public Buildings Reform Board - Public Buildings Reform Board
08/22/2022	Submit for Concurrence	Mark Sgambettera	Supervisory Archives Specialist	National Archives and Records Administration - Records Management Services/FOIA Staff
08/23/2022	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/24/2022	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
08/31/2022	Approve	Debra Wall	Deputy Archivist	National Archives and Records Administration - ND Archives I Office