

## Request for Records Disposition Authority

Records Schedule Number	DAA-0148-2022-0002
Schedule Status	Approved
Agency or Establishment	Commission on the Naming of Items of the Department of Defense that Commemorate the Confederate States of America or Any Person Who Served Voluntarily with the Confederate States of America
Record Group / Scheduling Group	Records of Commissions of the Legislative Branch
Records Schedule applies to	Major Subdivision
Major Subdivision	The Naming Commission
Schedule Subject	Records of the Naming Commission (Permanent)
Internal agency concurrences will be provided	No
Background Information	<p>Created by Congress and commonly referred to as the "Naming Commission" per the William "Mac" Thornberry National Defense Authorization Act for 2021 (Public Law 116-283, January 1, 2021 370), the mission of the "Commission on the Naming of Items of the Department of Defense that Commemorate the Confederate States of America or Any Person Who Served Voluntarily with the Confederate States of America" is to provide naming, renaming, and removal recommendations to Congress for all Department of Defense items that commemorate the Confederate States of America or any person who served voluntarily with the Confederate States of America. The Naming Commission reports to the House Armed Services Committee and Senate Armed Services Committee.</p> <p>The Naming Commission will deliver an in-progress briefing by October 1, 2021, and a final report by Oct. 1, 2022, to the House Armed Services Committee and Senate Armed Services Committee that includes a list of identified assets, the costs to remove or rename them, and the criteria and methods we developed to identify those assets.</p> <p>The complete duties of the commission, as written in the William "Mac" Thornberry National Defense Authorization Act for 2021, are: Assess the cost of renaming or removing names, symbols, displays, monuments, or paraphernalia that commemorate the Confederate States of America or any person who served voluntarily with the Confederate States of America; Develop procedures and criteria to assess whether an existing name, symbol, monument, display, or paraphernalia commemorates the Confederate States</p>

of America or person who served voluntarily with the Confederate States of America; Recommend procedures for renaming assets of the Department of Defense to prevent commemoration of the Confederate States of America or any person who served voluntarily with the Confederate States of America; Develop a plan to remove names, symbols, displays, monuments, or paraphernalia that commemorate the Confederate States of America or any person who served voluntarily with the Confederate States of America from assets of the Department of Defense, within the timeline established by this Act; and include in the plan procedures and criteria for collecting and incorporating local sensitivities associated with naming or renaming of assets of the Department of Defense.

Established by legislation in January 2021, the Commission is composed of eight members appointed by Republican and Democratic leaders in the Congress and by the Secretary of Defense. Sworn in on March 2 and March 17, 2021, the Commissioners bring together diverse experiences from service in the military, public office, Congress, and nonprofit organizations. By statute, the Commission will sunset on October 1, 2022.

#### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
10	10	0	0

#### GAO Approval

## Outline of Records Schedule Items for DAA-0148-2022-0002

Sequence Number	
1	Commission Records
1.1	Establishment of the Naming Commission Disposition Authority Number: DAA-0148-2022-0002-0001
1.2	Significant Actions and Decisions Disposition Authority Number: DAA-0148-2022-0002-0002
1.3	Commissioner and Commission Staff Emails Disposition Authority Number: DAA-0148-2022-0002-0003
2	Public Input Disposition Authority Number: DAA-0148-2022-0002-0004
3	Substantive Program Records
3.1	Commission Meetings Disposition Authority Number: DAA-0148-2022-0002-0005
3.2	Commission Findings and Recommendations Disposition Authority Number: DAA-0148-2022-0002-0006
3.3	Program Files Disposition Authority Number: DAA-0148-2022-0002-0007
3.4	Congressional Correspondence and Communication Disposition Authority Number: DAA-0148-2022-0002-0008
4	Public Website (thenamingcommission.gov - official Naming Commission website) Disposition Authority Number: DAA-0148-2022-0002-0009
5	Special Media
5.1	Historically Significant Media Disposition Authority Number: DAA-0148-2022-0002-0010

## Records Schedule Items

Sequence Number										
1	<p><b>Commission Records</b></p> <p>Mission records created by the organization when carrying out the unique activities for which it is established. These records document the establishment of the organization, as well as the significant actions and decisions made.</p>									
1.1	<p><b>Establishment of the Naming Commission</b></p> <p>Disposition Authority Number      <b>DAA-0148-2022-0002-0001</b></p> <p>These records document the establishment of the organization. They include legislative charter in Public Law 116-283 (National Defense Authorization Act) and amendments, reports mandated by law establishing the commission, appointment of Commissioners, and Commissioner biographies.</p> <p>Final Disposition      <b>Permanent</b></p> <p>Item Status      <b>Active</b></p> <p>Is this item media neutral?      <b>No</b></p> <p>Explanation of limitation      <b>Electronic format</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><b>Disposition Instruction</b></p> <p>Transfer to the National Archives for Accessioning      <b>Transfer to the National Archives immediately after the termination of the Commission in October 2022</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 2021 To 2022</b></p> <p>How frequently will your agency transfer these records to the National Archives?      <b>Unknown One time transfer.</b></p> <table border="1"> <thead> <tr> <th></th> <th>Estimated Current Volume</th> <th>Annual Accumulation</th> </tr> </thead> <tbody> <tr> <td>Electronic/Digital</td> <td>50 MB</td> <td></td> </tr> <tr> <td>Paper</td> <td></td> <td></td> </tr> </tbody> </table>		Estimated Current Volume	Annual Accumulation	Electronic/Digital	50 MB		Paper		
	Estimated Current Volume	Annual Accumulation								
Electronic/Digital	50 MB									
Paper										

1.2

Microform		
Hardcopy or Analog Special Media		

### Significant Actions and Decisions

Disposition Authority Number      **DAA-0148-2022-0002-0002**

**Business rules, objectives, enacting policies, and Office of General Counsel memorandum.**

Final Disposition      **Permanent**

Item Status      **Active**

Is this item media neutral?      **No**

Explanation of limitation      **Electronic format**

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 Commission in October 2022**

### Additional Information

What will be the date span of the initial transfer of records to the National Archives?      **From 2021 To 2022**

How frequently will your agency transfer these records to the National Archives?      **Unknown  
One time transfer.**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	50 MB	
Paper		
Microform		

1.3

Hardcopy or Analog Special Media

### Commissioner and Commission Staff Emails

Disposition Authority Number **DAA-0148-2022-0002-0003**

The Commissioners have oversight responsibility and the highest level of authority for Naming Commission decision making. In the course of their work, the Commissioners provide direction to the staff, coordinate Commission activity, and may engage in other communications relevant to Commission decision making. Commission staff positions captured at the account level include General Counsel, Planner, Lead Historian, Legislative Affairs Officer, and Public Affairs Officer.

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **No**

Explanation of limitation **Electronic format**

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 Commission in October 2022**

### Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 2021 To 2022**

How frequently will your agency transfer these records to the National Archives? **Unknown  
One time transfer.**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	100 MB	
Paper		
Microform		

2

Hardcopy or Analog Special Media

## Public Input

Disposition Authority Number **DAA-0148-2022-0002-0004**

Public comments, statements for the record, and other input received from the public in connection with the operations of the Commission, along with relevant supporting data generated or accumulated by the Commission.

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**

## Disposition Instruction

Transfer to the National Archives for Accessioning **Transfer to the National Archives immediately after the termination of the Commission in October 2022**

## Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 2021 To 2022**

How frequently will your agency transfer these records to the National Archives? **Unknown  
One time transfer.**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	200 MB	
Paper	0.5 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

3

## Substantive Program Records

3.1

Records documenting the evaluation of issues considered by the Commission along with records concerning their significant actions and decisions. Only one of each record is considered permanent.

### Commission Meetings

Disposition Authority Number **DAA-0148-2022-0002-0005**

Includes records of public meetings and meetings between Commission staff or Commissioners and third parties. Includes agendas, materials presented to or prepared by or for the Commission, such as read ahead packets, background materials, reports (including drafts), and presentations; meeting minutes; transcripts and/or audio-visual records of meetings.

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **No**

Explanation of limitation **Electronic format**

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 Commission in October 2022**

### Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 2021 To 2022**

How frequently will your agency transfer these records to the National Archives? **Unknown  
One time transfer.**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	300 MB	
Paper		
Microform		



3.2

Hardcopy or Analog Special Media

### Commission Findings and Recommendations

Disposition Authority Number **DAA-0148-2022-0002-0006**

One copy each of the Commission's final report, along with any memoranda, letters to agency, studies, and programs/pamphlets produced by or for the Commission relating to its final report or recommendations; Commission presentations or briefings of findings; decision documents to the extent not included in other categories of this schedule.

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **No**

Explanation of limitation **Electronic format**

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 Commission in October 2022**

### Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 2021 To 2022**

How frequently will your agency transfer these records to the National Archives? **Unknown  
One time transfer.**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	50 MB	
Paper		
Microform		

3.3

Hardcopy or Analog Special Media

### Program Files

Disposition Authority Number **DAA-0148-2022-0002-0007**

Records documenting discussions, research, decisions, and planning by the commission (excluding administrative or logistical matters) regardless of format or media. Records include materials for both internal meetings and meetings with third parties, briefing materials, primers, literature reviews, proposed recommendations, and preparations for the interim and final reports.

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**

### Disposition Instruction

Transfer to the National Archives for Accessioning **Transfer to the National Archives immediately after the termination of the Commission in October 2022**

### Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 2021 To 2022**

How frequently will your agency transfer these records to the National Archives? **Unknown  
One time transfer.**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	50 MB	
Paper	0.5 Cubic feet	
Microform		

3.4

Hardcopy or Analog Special Media

### Congressional Correspondence and Communication

Disposition Authority Number **DAA-0148-2022-0002-0008**

Includes testimony, legislative proposals, or other reports as well as formal correspondence with Congress.

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**

### Disposition Instruction

Transfer to the National Archives for Accessioning **Transfer to the National Archives immediately after the termination of the Commission in October 2022**

### Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 2021 To 2022**

How frequently will your agency transfer these records to the National Archives? **Unknown  
One time transfer.**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	50 MB	
Paper	0.5 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

4

Public Website (thenamingcommission.gov - official Naming Commission website)

Disposition Authority Number **DAA-0148-2022-0002-0009**

**Commission news releases, Commissioner names, name recommendations, asset inventory, media roundtable, and FAQs about the Commission.**

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **No**

Explanation of limitation **Electronic format**

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? **No**

#### Disposition Instruction

Transfer to the National Archives for Accessioning **Transfer to the University of North Texas upon termination of the Commission under the provisions of the affiliated archives relationship established in 2006.**

#### Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 2021 To 2022**

How frequently will your agency transfer these records to the National Archives? **Unknown  
One time transfer.**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	1 MB	
Paper		
Microform		
Hardcopy or Analog Special Media		

**Special Media**

5.1

### Historically Significant Media

Disposition Authority Number      **DAA-0148-2022-0002-0010**

Records that document significant moments in the Naming Commission history and/or noteworthy Naming Commission accomplishments in carrying out its mission. Includes still photographs, videos and films and any related finding aids of Commission members and staff.

Final Disposition      **Permanent**

Item Status      **Active**

Is this item media neutral?      **No**

Explanation of limitation      **Electronic format**

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?      **No**

### Disposition Instruction

Transfer to the National Archives for Accessioning      **Transfer to the National Archives immediately after the termination of the Commission in October 2022**

### Additional Information

What will be the date span of the initial transfer of records to the National Archives?      **From 2021 To 2022**

How frequently will your agency transfer these records to the National Archives?      **Unknown  
One time transfer.**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	1.5 GB	
Paper		
Microform		
Hardcopy or Analog Special Media		

## 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
07/20/2022	Certify	William Patty	Archivist	The Naming Commission - The Naming Commission
08/16/2022	Submit for Concurrence	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
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