

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0148-2025-0003

Status: APPROVED
Date Approved: 04/14/2026

General Information

Agency or Establishment	U.S. Semiquincentennial Commission
Record/Scheduling Group	0148 - Records of Commissions of the Legislative Branch
Records Schedule Applies To	Agency-wide
Schedule Subject	Comprehensive Schedule
Additional Schedule Information	<p>The U.S. Semiquincentennial Commission, which leads the American250 Initiative, was established by Public Law 114–196, 130 Stat. 685, enacted July 22, 2016 and amended by Public Law 116–282, 130 Stat. 685, enacted December 31, 2020. Appointed by the House and Senate leadership of both parties, the nonpartisan Commission is composed of 16 private citizens, 4 U.S. Representatives and 4 Senators, as well as 12 ex-officio members from all three branches of the federal government and its independent agencies.</p>
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	Exempt from requirement - Legislative Branch

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Item Count

Total number of disposition items: 21

Number of Temporary disposition items: 1

Number of Permanent disposition items: 20

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0148-2025-0003

Item #	Title	Disposition
0001	Organizational Records : Commission Establishment Records	Permanent
0002	Organizational Records : Commission Membership Records	Permanent
0003	Organizational Records : Commission Termination Records	Permanent
0004	Correspondence : Official Correspondence of the Commission	Permanent
0005	Correspondence : Correspondence of Commission Members and Senior Officials	Permanent
0006	Correspondence : Staff Memoranda to the Commission	Permanent
0007	Meetings and Hearings Records : Briefing Books for the Commission	Permanent
0008	Meetings and Hearings Records : Commission Meeting Minutes	Permanent
0009	Meetings and Hearings Records : Committee Meeting Minutes	Permanent
0010	Meetings and Hearings Records : Public Hearing Records	Permanent
0011	Meetings and Hearings Records : Ad Hoc Committees, Special Committees, and Task Forces Minutes	Permanent
0012	Agreements : MOUs and Agreements	Temporary
0013	Agreements : Significant MOUs	Permanent
0014	Reports and Deliverables : Strategic Plan Development Records	Permanent
0015	Reports and Deliverables : Strategic Plan Development Photographs	Permanent
0016	Reports and Deliverables : Strategic Plan Development Videos	Permanent
0017	Reports and Deliverables : Reports to Congress and the President	Permanent
0018	Reports and Deliverables : 2026 Commemorations and Events Records	Permanent
0019	Reports and Deliverables : 2026 Commemorations and Events Photographs	Permanent
0020	Reports and Deliverables : 2026 Commemorations and Events Records Videos	Permanent

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0021	Administrative Records : Policies and Procedures Manual for the Commission	Permanent
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Records Schedule Items

Group Title	Organizational Records
DAA-0148-2025-0003-0001	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Commission Establishment Records
Item Description	Records documenting the establishment of the commission, including -Charters and enacting legislation -Bylaws, operating procedures, and SOPs
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Cut off after termination of commission.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives immediately after cutoff
ADDITIONAL INFORMATION	
Current Records Format	Textual data: VOLUME TO BE ADDED BY A250
Approximate first year of records covered by this authority	2016
End year of records covered by this authority	Year: 2027
Date span of the initial transfer	From: --/--/2016 To: --/--/2027
Frequency of transfer	0
Are any of the records covered by this item subject to a FOIA exemption?	No
DAA-0148-2025-0003-0002	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Commission Membership Records

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Item Description	Records that document the members of the commission, such as -Documentation of how/why members were selected -Membership rosters -Appointment letters -Resignation letters or other documentation of changes in membership
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Cut off after termination of commission
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives immediately after cutoff
ADDITIONAL INFORMATION	
Current Records Format	Textual data:VOLUME TO BE ADDED BY A250
Approximate first year of records covered by this authority	2016
End year of records covered by this authority	Year: 2027
Date span of the initial transfer	From: --/--/2016 To: --/--/2027
Frequency of transfer	0
Are any of the records covered by this item subject to a FOIA exemption?	No
DAA-0148-2025-0003-0003 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Commission Termination Records
Item Description	Records relating to the termination of the committee, including correspondence and memoranda.
Is this item media neutral?	Yes
Is this item a Big Bucket?	Yes
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No

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Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Cut off after termination of commission
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives immediately after cutoff
ADDITIONAL INFORMATION	
Current Records Format	Textual data:VOLUME TO BE ADDED BY A250
Approximate first year of records covered by this authority	2016
End year of records covered by this authority	Year: 2017
Date span of the initial transfer	From: --/--/2016 To: --/--/2027
Frequency of transfer	0
Are any of the records covered by this item subject to a FOIA exemption?	No

Group Title	Correspondence
DAA-0148-2025-0003-0004	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Official Correspondence of the Commission
Item Description	Correspondence sent on behalf of the A250 Commission, as well as the Chair's Weekly updates and newsletters.
Is this item media neutral?	Yes
Is this item a Big Bucket?	Yes
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Cut off after termination of commission
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives immediately after cutoff
ADDITIONAL INFORMATION	

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Current Records Format	Textual data:VOLUME TO BE ADDED BY A250
Approximate first year of records covered by this authority	2016
End year of records covered by this authority	Year: 2027
Date span of the initial transfer	From: --/--/2016 To: --/--/2027
Frequency of transfer	0
Are any of the records covered by this item subject to a FOIA exemption?	No
DAA-0148-2025-0003-0005 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Correspondence of Commission Members and Senior Officials
Item Description	Correspondence related to A250 by Congressional, ex officio, and private citizen members of the Commission. Also includes correspondence of Executive Director of the Commission and other senior Commission staff.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Cut off after termination of commission
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives immediately after cutoff
ADDITIONAL INFORMATION	
Current Records Format	Textual data:VOLUME TO BE ADDED BY A250
Approximate first year of records covered by this authority	2016
End year of records covered by this authority	Year: 2027
Date span of the initial transfer	From: --/--/2016 To: --/--/2027
Frequency of transfer	0
Are any of the records covered by this item subject to a FOIA exemption?	No

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DAA-0148-2025-0003-0006	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Staff Memoranda to the Commission
Item Description	Reports from staff to the Commission.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Cut off after termination of commission
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives immediately after cutoff
ADDITIONAL INFORMATION	
Current Records Format	Textual data: VOLUME TO BE ADDED BY A250
Approximate first year of records covered by this authority	2016
End year of records covered by this authority	Year: 2027
Date span of the initial transfer	From: --/--/2016 To: --/--/2027
Frequency of transfer	0
Are any of the records covered by this item subject to a FOIA exemption?	No

Group Title	Meetings and Hearings Records
DAA-0148-2025-0003-0007	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Briefing Books for the Commission
Item Description	Briefing books from the establishment of the Commission to 2021/2022. Briefing books were discontinued due to the virtual/hybrid nature of meetings.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	

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Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Cut off after termination of commission
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives immediately after cutoff
ADDITIONAL INFORMATION	
Current Records Format	Textual data:VOLUME TO BE ADDED BY A250
Approximate first year of records covered by this authority	2016
End year of records covered by this authority	Year: 2027
Date span of the initial transfer	From: --/--/2016 To: --/--/2027
Frequency of transfer	0
Are any of the records covered by this item subject to a FOIA exemption?	No
DAA-0148-2025-0003-0008	
STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Commission Meeting Minutes
Item Description	Meeting minutes from all official meetings of the Commission.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Cut off after termination of commission
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives immediately after cutoff
ADDITIONAL INFORMATION	
Current Records Format	Textual data:VOLUME TO BE ADDED BY A250

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Approximate first year of records covered by this authority	2016
End year of records covered by this authority	Year: 2027
Date span of the initial transfer	From: --/--/2016 To: --/--/2027
Frequency of transfer	0
Are any of the records covered by this item subject to a FOIA exemption?	No
DAA-0148-2025-0003-0009	
STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Committee Meeting Minutes
Item Description	Minutes of Committee meetings (if taken) with the approval of the Committee Chair. Committees include: Finance, Executive, Governance, Government Relations, and Programs & Planning and Development.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Cut off after termination of commission
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives immediately after cutoff
ADDITIONAL INFORMATION	
Current Records Format	Textual data:VOLUME TO BE ADDED BY A250
Approximate first year of records covered by this authority	2016
End year of records covered by this authority	Year: 2027
Date span of the initial transfer	From: --/--/2016 To: --/--/2027
Frequency of transfer	0
Are any of the records covered by this item subject to a FOIA exemption?	No
DAA-0148-2025-0003-0010	
STATUS: Active	

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ITEM GENERAL INFORMATION	
Item Title	Public Hearing Records
Item Description	Records related to public hearings. (A250 has not held public hearings to date, but will use this item to transfer records if they are held before the termination of the Committee.)
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Cut off after termination of commission
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives immediately after cutoff
ADDITIONAL INFORMATION	
Current Records Format	Textual data:Unknown and to be determined at transfer
Approximate first year of records covered by this authority	2016
End year of records covered by this authority	Year: 2027
Date span of the initial transfer	From: --/--/2016 To: --/--/2027
Frequency of transfer	0
Are any of the records covered by this item subject to a FOIA exemption?	No
DAA-0148-2025-0003-0011 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Ad Hoc Committees, Special Committees, and Task Forces Minutes
Item Description	Minutes from meetings of ad hoc committees, special committees, and task forces.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No

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Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Cut off after termination of commission
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives immediately after cutoff
ADDITIONAL INFORMATION	
Current Records Format	Textual data:VOLUME TO BE ADDED BY A250
Approximate first year of records covered by this authority	2016
End year of records covered by this authority	Year: 2027
Date span of the initial transfer	From: --/--/2016 To: --/--/2027
Frequency of transfer	0
Are any of the records covered by this item subject to a FOIA exemption?	No

Group Title	Agreements
DAA-0148-2025-0003-0012	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	MOUs and Agreements
Item Description	Agreements between federal/governmental entities to the benefit of both parties.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Cut off after termination of commission
Retention Period	Destroy 3 year(s) after cutoff
ADDITIONAL INFORMATION	

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Are any of the records covered by this item national security classified?	No
GAO Approval Required	No
DAA-0148-2025-0003-0013	
STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Significant MOUs
Item Description	Significant MOUs with non-commission entities, such as National Park Service.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Cut off after termination of commission
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives immediately after cutoff
ADDITIONAL INFORMATION	
Current Records Format	Textual data: VOLUME TO BE ADDED BY A250
Approximate first year of records covered by this authority	2016
End year of records covered by this authority	Year: 2027
Date span of the initial transfer	From: --/--/2016 To: --/--/2027
Frequency of transfer	0
Are any of the records covered by this item subject to a FOIA exemption?	No

Group Title	Reports and Deliverables
DAA-0148-2025-0003-0014	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Strategic Plan Development Records

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Item Description	All final PowerPoint Presentations, minutes, and other final documents, including those that are a part of developing the Strategic Plan for the Commission.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Cut off after termination of commission
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives immediately after cutoff
ADDITIONAL INFORMATION	
Current Records Format	Presentation formats: VOLUME TO BE ADDED BY A250 ; Textual data: VOLUME TO BE ADDED BY A250
Approximate first year of records covered by this authority	2016
End year of records covered by this authority	Year: 2027
Date span of the initial transfer	From: --/--/2016 To: --/--/2027
Frequency of transfer	0
Are any of the records covered by this item subject to a FOIA exemption?	No
DAA-0148-2025-0003-0015 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Strategic Plan Development Photographs
Item Description	Photographs of launches, initiatives, and programs.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	

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Final Disposition	Permanent
Cutoff Instructions	Cut off after termination of commission
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives immediately after cutoff
ADDITIONAL INFORMATION	
Current Records Format	Digital still images:VOLUME TO BE ADDED BY A250
Approximate first year of records covered by this authority	2016
End year of records covered by this authority	Year: 2027
Date span of the initial transfer	From: --/--/2016 To: --/--/2027
Frequency of transfer	0
Are any of the records covered by this item subject to a FOIA exemption?	No
DAA-0148-2025-0003-0016 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Strategic Plan Development Videos
Item Description	Videos of launches, initiatives, and programs.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Cut off after termination of commission
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives immediately after cutoff
ADDITIONAL INFORMATION	
Current Records Format	Digital moving pictures:VOLUME TO BE ADDED BY A250
Approximate first year of records covered by this authority	2016
End year of records covered by this authority	Year: 2027
Date span of the initial transfer	From: --/--/2016 To: --/--/2027
Frequency of transfer	0

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Are any of the records covered by this item subject to a FOIA exemption?	No
DAA-0148-2025-0003-0017 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Reports to Congress and the President
Item Description	Annual, Quarterly, Ad Hoc, and Final reports to the Legislative and Executive Branches.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Cut off after termination of commission
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives immediately after cutoff
ADDITIONAL INFORMATION	
Current Records Format	Textual data: VOLUME TO BE ADDED BY A250
Approximate first year of records covered by this authority	2016
End year of records covered by this authority	Year: 2027
Date span of the initial transfer	From: --/--/2016 To: --/--/2027
Frequency of transfer	0
Are any of the records covered by this item subject to a FOIA exemption?	No
DAA-0148-2025-0003-0018 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	2026 Commemorations and Events Records
Item Description	Records related to the Commemorations, Celebrations, and Events planned by the U.S. Semiquincentennial Commission for the 250th Anniversary of the Signing of the Declaration of Independence.
Is this item media neutral?	Yes

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Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives immediately after cutoff
ADDITIONAL INFORMATION	
Current Records Format	Digital still images:VOLUME TO BE ADDED BY A250
Approximate first year of records covered by this authority	2016
End year of records covered by this authority	Year: 2027
Date span of the initial transfer	From: --/--/2016 To: --/--/2027
Frequency of transfer	0
Are any of the records covered by this item subject to a FOIA exemption?	No
DAA-0148-2025-0003-0020	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	2026 Commemorations and Events Records Videos
Item Description	Videos related to the Commemorations, Celebrations, and Events planned by the U.S. Semiquincentennial Commission for the 250th Anniversary of the Signing of the Declaration of Independence.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Cut off after termination of commission
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives immediately after cutoff
ADDITIONAL INFORMATION	
Current Records Format	Digital moving pictures:VOLUME TO BE ADDED BY A250
Approximate first year of records covered by this authority	2016
End year of records covered by this authority	Year: 2027
Date span of the initial transfer	From: --/--/2016 To: --/--/2027

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Frequency of transfer	0
Are any of the records covered by this item subject to a FOIA exemption?	No

Group Title	Administrative Records
DAA-0148-2025-0003-0021	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Policies and Procedures Manual for the Commission
Item Description	Records related to the policies and procedures governing the work of the Commission members.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Cut off after termination of commission
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives immediately after cutoff
ADDITIONAL INFORMATION	
Current Records Format	Textual data:VOLUME TO BE ADDED BY A250
Approximate first year of records covered by this authority	2016
End year of records covered by this authority	Year: 2027
Date span of the initial transfer	From: --/--/2016 To: --/--/2027
Frequency of transfer	0
Are any of the records covered by this item subject to a FOIA exemption?	No

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Signatory Information

Action	User	Date
Approve	Edward Forst (Acting Archivist)	04/14/2026



Office of the Chief
Records Officer for the
U.S. Government

This schedule was signed outside of the ERA system using Standard Form 115.

NARA staff updated ERA to reflect this approval, moving the record schedule into an approved status. The approved status allows for generation of a PDF indicating that the schedule has been approved, and allows an agency to use the schedule in ERA to create transfer requests. The approved date in the system and on the PDF version of the records schedule reflects the system actions.