

ED Records Schedule

SCHEDULE LOCATOR NO.: 115

APPROVED DATE: 08/22/2005

TITLE: Operational, Interagency, International, or Internal Committees, Task Forces or Working Groups

PRINCIPAL OFFICE: Department-wide

NARA DISPOSITION AUTHORITY: N1-441-05-3

DESCRIPTION:

Records created by Department of Education temporary and continuing committees, task forces, working groups, or similar organizations, including committees established by Public Law or Executive Order. Also included, are the program records of committees consisting of individuals from external sources chosen to review issues for the Department but are NOT regulated by the Federal Advisory Committees Act (FACA).

Files contain records that document the establishment, membership, policy, organization, deliberations, findings, and recommendations. Included are such records as original bylaws, agendas, briefing books, minutes, correspondence, nominating letters, publications, and related records and reports that document the accomplishments. Also included are transcripts of meetings and hearings as well as audio and/or videotapes that have not been transcribed.

As these records may be maintained in different media formats, this schedule is written to authorize the disposition of the records in any media (media neutral). Records that are designated for permanent retention and are created and maintained electronically will be transferred to NARA in an approved electronic format.

DISPOSITION INSTRUCTIONS:

a. Record Copy

Records held by the Executive Director, Secretary, or Delegated Responsible Department of Education Official.

1. Mission-related or rulemaking committees

Records created by a committee established with a Department of Education mission-related or rulemaking objective, or by Public Law or Executive Order.

PERMANENT

Cut off file when committee is terminated or canceled, at the completion of a significant activity (e.g., completion of a research report), or at the change of committee chair. Transfer to the National Archives after cutoff.

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2. Committee's unrelated to the Department's mission

Records created by a committee that is unrelated to the Department's mission and is NOT subject to the Federal Advisory Committee Act. This includes records created by committees established for facilitative or operational purposes, inter-agency, intra-agency, working groups, task forces, and committees composed wholly of full-time officers or employees of the Federal government (e.g., committees task with organizing events or overseeing employee recreational activities.)

TEMPORARY

Cut off after termination of committee. Destroy/delete 3 years after cutoff or when no longer needed for reference, whichever is sooner.

b. Records of All Other Members

TEMPORARY

Cut off annually. Destroy/delete 3 years after cutoff or when no longer needed for reference, whichever is sooner.

c. Administrative Records

Records in support of committee functions, includes but are not limited, meeting room reservations, public mail, and requests for information.

TEMPORARY

Cut off annually. Destroy/delete 3 years after cutoff or when no longer needed for reference, whichever is sooner.

IMPLEMENTATION GUIDANCE:

Upon termination, long-term committees with materials stored at a certified records center are to notify the records center to transfer all records to the National Archives.

ARRANGEMENT/ANNUAL ACCUMULATION:

Arranged by committee then alphabetically by subject.

PREVIOUS DISPOSITION AUTHORITY/CONTACT:

N1-441-96-1, Item 2.1.a.1 (ED/RDS Part 5, Item 2.1.a.1)

N1-441-96-1, Item 2.1.a.2 (ED/RDS Part 5, Item 2.1.a.2)

N1-441-96-1, Item 2.1.b (ED/RDS Part 5, Item 2.1.b) (GRS 16, Item 8.b.1)

N1-441-96-1, Item 2.1.c (ED/RDS Part 5, Item 2.1.c)

N1-441-96-1, Item 2.2.a.1 & 2 (ED/RDS Part 5, Item 2.2.a & b) (GRS 16, Item 8.b.1)

ED/RDS Part 5, Item 2.2.c (GRS 16, Item 8.b.2)

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N1-441-96-1, Item 3 (ED/RDS Part 5, Item 3)

N1-441-96-1, Item 4 (ED/RDS Part 5, Item 4)

N1-220-93-15, Item 6 (ED/RDS Part 5, Item 9)

N1-220-93-15, Item 7 (ED/RDS Part 5, Item 10)

N1-220-93-15, Item 8 (ED/RDS Part 5, Item 11)

SPECIFIC LEGAL REQUIREMENTS:

SPECIFIC RESTRICTIONS:

BUSINESS LINE: Administration