

ED Records Schedule

SCHEDULE LOCATOR NO.: 116

REVISION DATE: 7/15/2010

TITLE: Records Created by Advisory Commissions, Councils, Boards, and Other Groups Established under the Federal Advisory Committee Act (FACA)

PRINCIPAL OFFICE: Department-wide

NARA DISPOSITION AUTHORITY: GRS – See disposition instructions

DESCRIPTION:

Includes records created by advisory commissions, committees, councils, boards, and other groups established under the Federal Advisory Committee Act (FACA). Also includes any conference, panel, task force, or other similar group, or any subcommittee or other subgroup which is (1) established by statute or reorganization plan or (2) established or utilized by the President, or (3) established or utilized by one or more agencies or officers of the federal government. This does not apply to any committee which is composed wholly of full-time officers or employees of the Federal government

DISPOSITION INSTRUCTIONS:

- a. Files Documenting the Committee's Establishment, Membership, Policy, Organization, Deliberations, Findings, and Recommendations, Including Such Records as (GRS 26 Item 2a):
- original charter, renewal and amended charters, organization charts, functional statements, directives or memorandums to staff concerning their responsibilities, and other materials that document the organization and functions of the Commission and its components
 - agendas, briefing books, minutes, testimony, and transcripts of meetings and hearings as well as audiotapes and/or videotapes of meetings and hearings which were not fully transcribed
 - one copy each of reports, studies, pamphlets, posters (2 copies) and other publications produced by or for the commission as well as news releases, commissioners' speeches, formal photographs and other significant public affairs files
 - correspondence, subject and other files maintained by key commission staff, such as the chair, executive director, and legal counsel, documenting the functions of the commission
 - substantive records relating to research studies and other projects, including unpublished studies and reports and substantive research materials (may include electronic data).

ED Records Schedule

- questionnaires, surveys and other raw data accumulated in connection with research studies and other projects where the information has been consolidated or aggregated in analyses, reports, or studies covered by Item IIA (may include data maintained electronically).
- records created to comply with the provisions of the Government in the Sunshine Act, annual reports to Congress describing the agency's compliance with the act
- documentation of subcommittees, working groups, or other subgroups of advisory committees, that support their reports and recommendations to the full or parent committee. This documentation may include, but is not limited to minutes, transcripts, reports, correspondence, briefing materials, and other related records.
- documentation of formally designated subcommittees and working groups. This documentation may include, but is not limited to minutes, transcripts, reports, correspondence, briefing materials, and other related records.

PERMANENT

Transfer to the National Archives on termination of the Committee. Earlier transfer is authorized for commissions operating for 3 years or longer.

b. Files That Relate to Day-to-Day Committee Activities and/or Do Not Contain Unique Information of Historical Value, Including Such Records as (GRS 26 Item 2b):

- correspondence, reference and working files of Commission staff (excluding files covered by Item IIA)
- audiotapes and videotapes of Commission meetings and hearings that have been fully transcribed, informal still photographs and slides of Commission members and staff, meetings, hearings, and other events
- other routine records, such as public mail, requests for information, consultant personnel files, records relating to logistical aspects of Commission meetings and hearings, etc.
- extra copies of records described in Item IIA, e.g. copies of meeting agenda and minutes distributed to commission members and staff, files accumulated by agencies on interagency bodies other than the secretariat or sponsor.

TEMPORARY

Destroy/delete when 3 years old (see NOTES).

[NOTE: Prior to destruction/deletion, NARA, in consultation with Commission staff, will review records covered by this item and may identify files that warrant permanent retention.

ED Records Schedule

Such records will be transferred to the National Archives at the time that related permanent records are transferred.]

[NOTE: Administrative records generated by an advisory committee - records relating to budget, personnel, supply or similar housekeeping or facilitation functions - may be disposed of in accordance with the General Records Schedules since they do not pertain to the subject matter advice that the advisory committee is providing to the Government. Administrative records authorized for disposal by the GRS and having retention periods outlasting the life of the commission (such as payroll, personnel and fiscal records) should be transferred to the agency providing administrative support.]

c. Web Site Records (GRS 26 Item 2c)

1. Electronic version of web site(s)

TEMPORARY

Destroy/delete on termination of committee.

2. Design, management, and technical operation records

TEMPORARY

Destroy/delete on termination of committee.

3. Electronic version of content records duplicated in textual series of commission records

TEMPORARY

Destroy/delete on termination of committee.

NOTE: prior to the Committee's termination, NARA, in consultation with Commission staff, will review records and may identify portions (including a web snapshot) that warrant permanent retention. Such records will be transferred to the National Archives on termination of the Committee along with any records covered by Item C.2 that NARA requires to maintain and access permanent web content records.

IMPLEMENTATION GUIDANCE:

Contact the Committee Management Officer to reconcile any originals or missing records that may be contained in the CMO files, prior to disposition.

ARRANGEMENT/ANNUAL ACCUMULATION:

Arranged by committee then alphabetically by subject.

PREVIOUS NARA DISPOSITION AUTHORITY:

ED Records Schedule

N1-441-96-1, Item 1.1.a (ED/RDS Part 5, Item 1.1.a)
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 GRS 16, Item 8.b.1) (ED/RDS Part 5, Item 2.1.b)
N1-441-96-1, Item 2.1.c (ED/RDS Part 5, Item 2.1.c)
N1-441-96-1, Item 4 (ED/RDS Part 5, Item 4)

SPECIFIC LEGAL REQUIREMENTS:

Federal Advisory Committee Act (Public Law 92-463, 5 U.S.C., App), 1972

SPECIFIC RESTRICTIONS:

Privacy Act 18-06-01 Federal Advisory Committee Membership Files

LINE OF BUSINESS: Administration