

ED Records Schedule

SCHEDULE LOCATOR NO.: 117

REVISION DATE: 7/15/2010

TITLE: Committee Management Officer Records

PRINCIPAL OFFICE: Office of the Secretary (OS)

NARA DISPOSITION AUTHORITY: GRS – See disposition instructions

DESCRIPTION:

Records maintained by the agency Committee Management Officer (CMO) for committees established under the Federal Advisory Committee Act (FACA) as amended (5U.S.C. Appendix 2). Committee Management activities include establishment, appointment of members, and operation and termination of chartered Federal advisory committees.

Records include but are not limited to copies of charters, membership lists, agendas, policy statements, statistical data files, financial operating plans, General Service Administration reports and other statistical reports on the number of committees, types of committees, membership rosters, requests for approval of committee nominees, appointment documents for individual committee members, financial disclosure documents, material required to be available for public information and other related topics maintained by the Committee Management Officer.

DISPOSITION INSTRUCTIONS:

Record Copy (GRS 26, Item 4)

TEMPORARY

Destroy/delete when 6 years old.

IMPLEMENTATION GUIDANCE:

Any original documents retained by the CMO should be transferred to the official committee file prior to disposition. Original documents in the CMO file should be replaced with copies.

ARRANGEMENT/ANNUAL ACCUMULATION:

Arranged by committee then alphabetically by subject.

PREVIOUS NARA DISPOSITION AUTHORITY:

N1-441-96-1, Item 1.1.a (ED/RDS Part 5, Item 1.1.a)

N1-441-96-1, Item 1.1.b (ED/RDS Part 5, Item 1.1.b)

GRS 16, Item 8.a (ED/RDS Part 5, Item 1.1.2)

ED Records Schedule

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