

Checklist for Preparing Records for Transfer to NARA under GRS 6.2, Federal Advisory Committee Records

We provide this checklist as a tool to help you prepare permanent FACA committee records for transfer to NARA. It helps agencies identify the final disposition of FACA committee records scheduled by GRS 6.2, whether you will transfer the records to the National Archives or destroy them after a certain period of time. You should review the checklist for records you are preparing for transfer and check off those that you have. Include in the transfer to NARA only those records identified as permanent. This checklist is not an exhaustive list of committee records. If you have records not on this list and are unsure about their disposition, please contact the GRS Team at GRS_Team@nara.gov.

You must transfer permanent committee records to NARA either when a committee terminates or when the records are 15 years old, whichever is sooner. **You should transfer this checklist with the permanent records to NARA.** This list does not serve as a replacement for the box or folder list that you should also transfer to NARA with the records.

Sponsoring agencies must designate which copy of a record is the recordkeeping copy of permanent committee records. **Only one copy of the records should be the official recordkeeping copy that is transferred to the National Archives.** Arrange committee records by committee, not by the type of record (e.g. we should not receive a collection of charters for multiple committees; you should transfer original charters with the other permanent records related to the committee, regardless of where you maintain them).

If your agency general counsel designates Presidential advisory committee's records as Federal records, you should send a memo with the transfer of permanent records that establishes that the records are Federal and not Presidential. If the records are designated as Presidential records, you cannot apply this GRS and your agency should contact the Presidential Library Division of the National Archives.

Note: Records establishing a committee whose only purpose is peer review of grant proposals, or records documenting the committee's membership, activities and decisions, are temporary (DAA-GRS-2015-0001-0003). Do not transfer them to the National Archives.

Checklist for Preparing FACA Committee Records for Transfer to NARA

Committee Establishment and Termination

<input checked="" type="checkbox"/>	Type of Record	Disposition	Disposition Authority
	Charters (original, renewal, re-establishment, and amended)	Transfer to NARA	DAA-GRS-2015-0001-0001
	Enacting legislation	Transfer to NARA	DAA-GRS-2015-0001-0001
	Explanation of committee need, when required	Transfer to NARA	DAA-GRS-2015-0001-0001
	Filing letters to Congress	Transfer to NARA	DAA-GRS-2015-0001-0001
	Organization charts	Transfer to NARA	DAA-GRS-2015-0001-0001
	Committee-specific bylaws and standard operating procedures or guidelines	Transfer to NARA	DAA-GRS-2015-0001-0001
	Termination documentation (i.e., email, letter, memo, etc.)	Transfer to NARA	DAA-GRS-2015-0001-0001

Committee Membership Records

<input checked="" type="checkbox"/>	Type of Record	Disposition	Disposition Authority
	Memos or similar documentation of how or why individual members were selected, if they exist	Transfer to NARA	DAA-GRS-2015-0001-0001
	Membership balance plans	Transfer to NARA	DAA-GRS-2015-0001-0001
	Membership rosters	Transfer to NARA	DAA-GRS-2015-0001-0001
	Appointment letters (all categories)	Transfer to NARA	DAA-GRS-2015-0001-0001
	Resignation or termination letters	Transfer to NARA	DAA-GRS-2015-0001-0001
	Requests for approval of committee nominees	Agency may destroy when 3 years old	DAA-GRS-2015-0001-0006
	Resumes/curriculum vitae or biographical information for individuals who are considered or nominated for a committee but are never appointed or invited to serve on a committee	Agency destroys when superseded, obsolete, or when no longer needed	DAA-GRS-2015-0001-0005
	Member credentials (resumes or biographies)	Agency destroys when superseded, obsolete, or when no longer needed	DAA-GRS-2015-0001-0005
	Member files (personnel-type records)	Agency destroys when superseded, obsolete, or when no longer needed	DAA-GRS-2015-0001-0005
	Financial disclosure documents and conflict of interest documents – Forms filed under the Ethics in Government Act	See GRS 2.8, Employee Ethics Records (multiple items may apply)	

	Financial disclosure documents and conflict of interest documents – Forms NOT filed under the Ethics in Government Act	Agency destroys when 6 years old, or when no longer needed	DAA-GRS-2015-0001-0004
--	--	--	------------------------

Committee Meetings and/or Hearings (these records may repeat for every meeting)

<input checked="" type="checkbox"/>	Type of Record	Disposition	Disposition Authority
	Drafts and copies of Federal Register notices	Agency destroys when superseded, obsolete, or when no longer needed	DAA-GRS-2015-0001-0005
	Records relating to logistical or administrative aspects of committee meetings and activities such as meeting location and access, phone line or internet connections, IT support concerns, etc.	Agency destroys when superseded, obsolete, or when no longer needed	DAA-GRS-2015-0001-0005
	The determination by the agency head that a meeting or portion of a meeting may be closed to the public	Transfer to NARA	DAA-GRS-2015-0001-0001
	Agendas	Transfer to NARA	DAA-GRS-2015-0001-0001
	Materials presented to or prepared by or for the committee, such as briefing books, background materials, reports (including drafts), and presentations	Transfer to NARA	DAA-GRS-2015-0001-0001
	Meeting minutes	Transfer to NARA	DAA-GRS-2015-0001-0001
	Public comments	Transfer to NARA	DAA-GRS-2015-0001-0001
	Testimony received during hearings	Transfer to NARA	DAA-GRS-2015-0001-0001
	Transcripts of meetings and hearings	Transfer to NARA	DAA-GRS-2015-0001-0001
	Correspondence documenting discussions, decisions, or actions related to the work of the committee (excluding administrative or logistical matters), including email, exchanged between one or more committee members or agency committee staff (such as the DFO)	Transfer to NARA	DAA-GRS-2015-0001-0001
	Correspondence (including intra-agency, with committee members, or the public) regarding logistics (e.g., agenda planning, meeting arrangements, administrative issues)	Agency destroys when superseded, obsolete, or when no longer needed	DAA-GRS-2015-0001-0005

Sub-committee Records

<input checked="" type="checkbox"/>	Type of Record	Disposition	Disposition Authority
	Decision documents	Transfer to NARA	DAA-GRS-2015-0001-0001
	Membership records	Transfer to NARA	DAA-GRS-2015-0001-0001
	Statement of purpose or other	Transfer to NARA	DAA-GRS-2015-0001-0001

	documentation of duties and responsibilities		
	Meeting minutes	Transfer to NARA	DAA-GRS-2015-0001-0001
	Transcripts	Transfer to NARA	DAA-GRS-2015-0001-0001
	Reports	Transfer to NARA	DAA-GRS-2015-0001-0001
	Briefing materials	Transfer to NARA	DAA-GRS-2015-0001-0001
	Substantive correspondence, including email, exchanged between one or more subcommittee members, any other party that involves the work of the subcommittee, or agency committee staff (such as the DFO)	Transfer to NARA	DAA-GRS-2015-0001-0001
	Background materials	Transfer to NARA	DAA-GRS-2015-0001-0001

Research and Findings

<input checked="" type="checkbox"/>	Type of Record	Disposition	Disposition Authority
	One copy each of final reports, memoranda, letters to agency, studies, pamphlets, produced by or for the committee	Transfer to NARA	DAA-GRS-2015-0001-0001
	Responses from agency to committee regarding recommendations	Transfer to NARA	DAA-GRS-2015-0001-0001
	Presentations or briefings of findings	Transfer to NARA	DAA-GRS-2015-0001-0001
	Records relating to research studies and other projects, including unpublished studies and reports and research materials (may include electronic data)	Transfer to NARA	DAA-GRS-2015-0001-0001
	Raw data files created in connection with research studies and other projects where the information has been consolidated or aggregated for analyses, reports, or studies	Transfer to NARA	DAA-GRS-2015-0001-0001

Special Media Records

<input checked="" type="checkbox"/>	Type of Record	Disposition	Disposition Authority
	Audiotapes, videotapes, and other recordings of meetings and hearings that were not fully transcribed	Transfer to NARA	DAA-GRS-2015-0001-0002
	Audiotapes, videotapes, and other recordings of meetings and hearings that were fully transcribed or that were created explicitly for the purpose of creating detailed meeting minutes	Agency destroys when superseded, obsolete, or when no longer needed	DAA-GRS-2015-0001-0005
	Captioned formal and informal analog or digital photographs, and any related finding aids, of committee members and staff, meetings, or hearings	Transfer to NARA	DAA-GRS-2015-0001-0002
	Photographs of committee social functions, routine award events, and other non-mission-related activities	Agency destroys when superseded, obsolete, or when	DAA-GRS-2015-0001-0005

		no longer needed	
	Posters (2 copies) produced by or for the committee	Transfer to NARA	DAA-GRS-2015-0001-0002

Committee Website

<input checked="" type="checkbox"/>	Type of Record	Disposition	Disposition Authority
	Unique content documenting substantive decision-making activities of a committee	Transfer to NARA	DAA-GRS-2015-0001-0001
	Unique content on committee websites that does not document substantive decision-making activities, or is administrative or housekeeping in nature	Agency destroys when superseded, obsolete, or when no longer needed	DAA-GRS-2015-0001-0005
	Website content that is only copies of records maintained elsewhere (duplicates) that is not the recordkeeping copy	Agency destroys when superseded, obsolete, or when no longer needed	DAA-GRS-2013-0001-0007

Other Committee Records

<input checked="" type="checkbox"/>	Type of Record	Disposition	Disposition Authority
	Records documenting financial expenditures	Agency destroys when 6 years old, or when no longer needed	DAA-GRS-2015-0001-0004
	Public requests for information	Agency destroys when superseded, obsolete, or when no longer needed	DAA-GRS-2015-0001-0005

For records related to personnel, budget, procurement, information technology (IT) system development, web design/maintenance, and other administrative and housekeeping records, please refer to your agency records disposition manual or other General Records Schedules.

FOIA restricted records

Some permanently valuable committee records may be restricted under FOIA at the time of transfer to NARA. If you have questions about which records are restricted under FOIA, please consult your agency's general counsel or records officer. For records you are transferring to NARA, please indicate below any record types that are subject to FOIA restrictions, citing the specific restriction we should apply. (You can find additional information about FOIA restrictions on committee records in the GRS 6.2 Frequently Asked Questions.)

Type of Record	FOIA Restriction

**GRS 6.2 Federal Advisory Committees
Crosswalk**

Transmittal No. 24
August 2015

General Records Schedule 6.2

GRS 6.2				Old GRS			
GRS No.	Item No.	Retention	ERA Number/ Disposition Authority	GRS No.	Item No.	Retention	Disposition Authority
6.2	010	Permanent	DAA-GRS-2015-0001-0001	26	2a	Permanent	N1-GRS-07-5, item 2a
				26	2c1	Termination of commission or when no longer needed	N1-GRS-07-1, item 2c1
6.2	020	Permanent	DAA-GRS-2015-0001-0002	26	2a	Permanent	N1-GRS-07-5, item 2a
6.2	030	Termination of committee	DAA-GRS-2015-0001-0003	New item			
6.2	040	6 years	DAA-GRS-2015-0001-0004	26	4	6 years	N1-GRS-04-1 item 4
6.2	050	Superseded, obsolete, no longer needed, or termination of committee	DAA-GRS-2015-0001-0005	26	2b	3 years	N1-GRS-07-1 item 2b
				26	2c1	Termination of commission or when no longer needed	N1-GRS-07-1 items 2c1
				26	2c3	Termination of commission or when no longer needed	N1-GRS-07-1 items 2c3
				26	4	6 years	N1-GRS-04-1 item 4
6.2	060	3 years	DAA-GRS-2015-0001-0006	26	4	6 years	N1-GRS-04-1 item 4