

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER <i>NI-563-08-21</i>	
1. FROM (Agency or establishment) Department of Homeland Security		Date Received <i>6/18/08</i>	
2. MAJOR SUB DIVISION National Protection and Programs Directorate		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Committee of Principals		In accordance with the provisions of 44 U.S.C 3303a, the disposition request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER Kathy Schultz	5. TELEPHONE 202-447-5075	DATE <i>12/3/2008</i>	ARCHIVIST OF THE UNITED STATES <i>WITHDRAWN</i>
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>5</u> page(s) are not needed now for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 6/17/08	SIGNATURE OF AGENCY REPRESENTATIVE <i>Kathy Schultz</i>	TITLE Senior Records Officer	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	See attached sheet(s) for: National Communications System (NCS) - Committee of Principals (COP) <i>WITHDRAWN</i>		

**U.S. Department of Homeland Security
Headquarters Records Schedules**

National Protection and Programs Directorate

The Committee of Principals (COP) is a Presidentially designated interagency group that provides advice and recommendations on national security and emergency preparedness telecommunications to the Executive Office of the President.

The COP is composed of high-level Government officials representing Federal operational, policy, regulatory, and enforcement organizations. Its diverse representation across 24 Federal departments and agencies embraces the full spectrum of Federal telecommunications assets and responsibilities. As an interagency group, it serves as a forum for members to review, evaluate, and present views and recommendations on current or prospective NCS programs to the Manager, NCS, the Executive Agent (the Secretary of Homeland Security), and the Executive Office of the President (EOP).

The Manager of the National Communications System chairs the Committee of Principals. Each member department and agency of the NCS is responsible for providing a principal member to sit on the Committee of Principals (COP) with the role of executing the responsibilities originally assigned by Executive Order 12472, "Assignment of National Security and Emergency Preparedness (NS/EP) Telecommunications Functions."

Unless otherwise noted, all disposition instructions are media neutral; they apply regardless of the media or format of the records.

WITHDRAWN

**U.S. Department of Homeland Security
Headquarters Records Schedules**

1 Committee Appointee Records

Notification of appointments, resumes from applicants, biographies of applicants, lists of temporary appointments

Disposition:

a. Individuals appointed
PERMANENT. Transfer to the National Archives on termination of the Committee. Earlier transfer is authorized for committees operating for 3 years or longer.

b. Individuals determined to be qualified for appointment but not appointed
TEMPORARY. Cut off at the end of the fiscal year in which the appointments were made by the appointing authority. Destroy 3 years after cutoff.

c. Individuals determined to be unqualified for any position on the committee
TEMPORARY. Destroy after the appointments have been made by the appointing authority.

2 Committee Management Records

Records maintained by agency Committee Management Officers. Committee Management activities include the establishment, appointment of members, and operation and termination of chartered committees.

Committee management records include 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:

TEMPORARY. Cut off annually. Destroy or delete when 6 years old

WITHDRAWN

**U.S. Department of Homeland Security
Headquarters Records Schedules**

3 Committee Records Not Maintained by the Sponsor or Secretariat

Copies of committee records, such as agendas, meeting minutes, final reports and related records created by or documenting the accomplishments of official boards and committees, excluding those kept by the sponsor or Secretariat.

Disposition:

TEMPORARY. Cut off annually. Destroy or delete when 3 years old

4 Dissemination Files and Lists

Dissemination files contain report information distributed to support the Committee as well as DHS Components and Federal, State, Local, Tribal and Foreign Governments.

Dissemination lists contain contact information (name, phone, fax, email) for the distribution of announcements, agendas and reports.

Disposition:

TEMPORARY. Cut off at end of calendar year when superseded or obsolete. Destroy or delete 3 years after cutoff.

WITHDRAWN

**U.S. Department of Homeland Security
Headquarters Records Schedules**

5 Files documenting the Committee's establishment, membership, policy, organization, deliberations, findings, and recommendations

- 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 Committee 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 committee as well as news releases, commissioners' speeches, formal photographs and other significant public affairs files
- correspondence, subject and other files maintained by key committee staff, such as the chair, executive director, and legal counsel, documenting the functions of the committee
- substantive records relating to research studies and other projects, including unpublished studies and reports and substantive research materials (may include electronic data).
- 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 2(a) (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.

Disposition:

PERMANENT. Transfer to the National Archives on termination of the Committee. Earlier periodic transfers are authorized for committees operating for 3 years or longer.

WITHDRAWN

**U.S. Department of Homeland Security
Headquarters Records Schedules**

6 Files that relate to day-to-day Committee activities and/or do not contain unique information of historical value

- correspondence, reference and working files of Committee staff
- audiotapes and videotapes of Committee meetings and hearings that have been fully transcribed, informal still photographs and slides of Committee 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 Committee meetings and hearings, etc.
- extra copies of records, e.g. copies of meeting agenda and minutes distributed to committee members and staff, files accumulated by agencies on interagency bodies other than the secretariat or sponsor.

[NOTE: Prior to destruction/deletion, NARA, in consultation with Committee staff, will review records covered by this item and may identify files that warrant permanent retention. 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 committee (such as payroll, personnel and fiscal records) should be transferred to the agency providing administrative support.]

Disposition:

TEMPORARY. Cut off annually. Destroy or delete when 3 years old

WITHDRAWN

**U.S. Department of Homeland Security
Headquarters Records Schedules**

7 Web site records

[NOTE: Prior to destruction/deletion, NARA, in consultation with Committee staff, will review the records and may identify portions (including a web snapshot) that warrant permanent retention. Such records will be transferred to the National Archives at the time that related permanent records are transferred along with any records that NARA requires to maintain and access permanent web content records.]

Disposition:

- a. Electronic version of web site(s).
Destroy/delete on termination of committee or when no longer needed.

- b. Design, management, and technical operation records.
Destroy/delete on termination of committee or when no longer needed.

- c. Electronic version of content records duplicated in textual series of committee records.
Destroy/delete on termination of committee or when no longer needed.

WITHDRAWN