REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC1-~~84~~ 269-84-2
DATE RECEIVED	5-21-84

TO **GENERAL SERVICES ADMINISTRATION, NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1 FROM (AGENCY OR ESTABLISHMENT)
General Services Administration

2 MAJOR SUBDIVISION
Office of Administrative Services

3 MINOR SUBDIVISION
Records and Forms Management Branch

4 NAME OF PERSON WITH WHOM TO CONFER: Gladys Franklin

5 TEL EXT: 535-7974

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U S C 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

12-23-85 Frank G. Burke
Date — Archivist of the United States

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 4 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

☐ **A** Request for immediate disposal.

☒ **B** Request for disposal after a specified period of time or request for permanent retention.

C DATE	D SIGNATURE OF AGENCY REPRESENTATIVE	E TITLE
5/2/84	William W Hiebert	Chief, Records and Forms Management Branch

7. ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
	Committee Management Secretariat Program Records Records descriptions and proposed disposition schedules are contained in the attached new chapter 69 to the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).		11 items

115-107 Copies to agency, NNF, NCF
21 Jan 86

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11 4

Item Nos.

1, 69A1. Committee management policy file ( ). Documents relating to GSA's oversight responsibilities for implementing the Federal Advisory Committee Act (FACA), as amended, Pub. L. 92-463, 5 U.S.C., App. Included are directives, memorandums to Federal agencies; reviews of legislation; Congressional correspondence, hearings and testimony; GAO reports and related correspondence; Committee Management Secretariat studies and reports; reorganization and transition files; and policy and precedence files.

Permanent. Cut off at the end of the fourth year after each Presidential administration, hold 4 years, and offer to NARS in 4 year blocks.

69A2 - 69A4. Reserved.

2, 69A5. President's Annual Report on Federal Advisory Committees file ( ). Documents created in reviewing agency submissions for the President's report to the Congress, and preparing the report and transmittal. Included are instructions to agencies, coordination and clearance files, Congressional correspondence, records on publishing the summary volume, and a copy of the summary volume.

Permanent. Cut off annually, hold 4 years, and offer to NARS in 4 year blocks.

69A6 - 69A9. Reserved.

3, 69A10. Annual review of federal advisory committees files ( ). Documents for reviewing and making recommendations on agency submissions on individual advisory committees and on agency advisory committee management. Included are instructions to agencies; clearance files; reports, and correspondence.

Permanent. Cut off annually, hold 4 years, and offer to NARS in 4 year blocks.

69A11 - 69A14. Reserved.

4, 69A15. Committee management publicity and public inquiry file ( ). Documents concerning media, public, and other non-governmental interest in Federal advisory committees or advisory committee management. Included are press releases, newspaper and periodical items, public inquiries, and related correspondence.

Cut off at the end of the fourth year after each Presidential administration, destroy when 4 years old.

69A16 - 69A19. Reserved.

5. 69A20. Committee management secretariat Chronological file ( ). Copies of correspondence, filed chronologically. Included are letters, memorandums, and transmittals.

Cut off annually; destroy when 4 years old.

69A21 - 69A24. Reserved.

6. 69A25. Committee management secretariat administration and management file ( ). Documents on organizing, staffing, training, and administering the Office of the Secretariat. Included are GSA reports and briefings; personnel items; correspondence, forms, records management files; Committee Management Information System files; and annual meeting files.

Destroy when superseded, or no longer needed.

69A26 - 69A29. Reserved.

7. 69A30. Agency general case files ( ). Documents from advisory committes, filed by agency. Included are transmittals of annual reports, transmittals of annual reviews, and related correspondence.

Permanent. Cut off at the end of the fourth year after each Presidential administration, or cut off on the date when the agency's program or all of its committees end, hold 4 years, and offer to NARS.

8. 69A31. Presidential advisory committee case files ( ). Documents filed by committee, on each Presidential Advisory Committee. Included are the charter, charter filing memorandums and transmittals, statutes and Executive Orders, and documents received or transmitted; e.g., annual reports and annual reviews, reports to the President, followup reports to the Congress, and committee correspondence.

Cut off at the end of the fourth year after each Presidential administration, or cut off on the date the committee ends, hold 4 years, and retire to FRC. Destroy when 12 years old.

69A32 - 69A35. Reserved.

9. 69A36. Federal advisory committee case files ( ). Documents on each non-Presidential Federal Advisory Committee chartered under the Federal Advisory Committee Act. Included are the charter, charter filing memorandums and transmittals, copies of agency decisions statutes, and Executive Orders and documents received or transmitted, e.g., annual reports and annual reviews, consultations for establishment, reestablishment, or renewal, and committee correspondence.

Cut off at the end of the fourth year after each Presidential administration or cut off on the date the committee ends, hold 4 years, and retire to FRC. Destroy when 12 years old.

69A37 - 69A40. Reserved.

10. 69A41. Advisory committee nonconcurrence recommendation; consultation withdrawal; and concurred-in but not-chartered committee case files ( ). Documents on each proposed advisory committee not chartered under the Federal Advisory Committee Act. Included are agency consultations; notices of agency withdrawals; letters of nonconcurrence and related correspondence.

Cut off at the end of the fourth year after each Presidential administration, hold 4 years, and retire to FRC. Destroy when 12 years old.

11. 69A42. Non-Federal advisory committee case files ( ). Documents on agencies or committees not subject to, or not established under, the Federal Advisory Committee Act. Included are correspondence, memorandums, and other coordination and decision documents.

Cut off at the end of the fourth year afer each Presidential administration, hold 4 years, and retire to FRC. Destroy when 12 years old.