

## Part 5 – Records of Committees, Boards, Conferences, National Councils, and National Task Forces

ED/RDS ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL AUTHORITY
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This schedule relates to records often created by Department of Education temporary and continuing committees, conferences, task forces, or similar advisory, governing or policy bodies or organizations. These organizations are usually established by an Act of Congress or Secretarial decision to study specific issues and report their findings to the Secretary of Education. The Department handles the administrative records, such as personnel, payroll, and fiscal matters. This schedule covers the program records of internal organizations and those organizations consisting of individuals from external sources (such as advisory boards) chosen to review issues for the Department. Program records are those records created, received, and maintained by these organizations in the conduct of their business, including those records created by contractors and consultants. The records in item 5 of this chapter (Conference Files) consist of those records created as a result of Departmental, national and international conferences not established by an Act of Congress or Secretarial decision.

For convenience, the term “committee” is used in this schedule to cover all types of temporary organizations within the Department of Education.

**1. Committee Management Officer Files.**

Interagency, advisory, or international committees.

a. Original Charters.

<b>Disposition:</b> PERMANENT. Cut off files at the termination of each committee. Transfer to the National Archives in 5 year blocks when most recent record in block is 3 years old.	ED/RDS, Part 5, Item 1a (N1-441-96-1, Item 1.1a)
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b. <u>Documents accumulated in exercising control over the establishment, use, and dissolution of committees.</u> Included are proposals, approvals, and disapprovals to establish, continue, or dissolve committees, <b>copies</b> of directives authorizing the establishment of committees, committee inventory data, and related papers. These files may also include records pertaining to the Department’s compliance with the Federal Advisory Committee Act, including federal officer designation information, requirements for establishing and managing advisory committees, reports on advisory committees, and related correspondence.	ED/RDS, Part 5, Item 1b (N1-441-96-1, Item 1.1b)
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**2.2 Internal Committees.**

<b>Disposition:</b> TEMPORARY. Cut off file after termination of	ED/RDS, Part 5, Item 1.2
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committee. Destroy 2 years after cut off.

(GRS 16, Item 8a)

### 2. Committee Files.

Records created by committees, including agenda, minutes, reports, and related records documenting the accomplishments, policies, and membership of committees. Records may also include, but are not limited to: correspondence, nominating letters, membership lists, and transcripts.

*NOTE: Disposition instructions for audiovisual records are in Part 2 – Audiovisual Records of the Records Disposition Schedules.*

*NOTE: Approval must be received from NARA for the disposition of electronic systems and records created to support the program functions of each committee, for example electronic systems that maintain survey data or analytical data.*

#### 2.1 Interagency, National, Advisory, and International Committees.

a. Records of the sponsor or Secretariat or Education member (if Education is not the sponsor). Arranged by committee and thereunder alphabetically by subject.

1) For short-term committees: PERMANENT. Cut off files at the termination of each committee. Transfer to the National Archives 1 year after cut off.

ED/RDS, Part 5, Item 2.1a  
(N1-441-96-1, Item 2.1a(1))

2) For long-term committees, such as the National Advisory Council on Indian Education: PERMANENT. Cut off files at end of each fiscal year. Retire to the Federal Records Center in 5 year blocks when most recent record in block is 3 years old. Transfer each block to the National Archives when most recent record in block is 8 years old.

ED/RDS, Part 5, Item 2.1a  
(N1-441-96-1, Item 2.1a(2))

b. All other copies.

**Disposition:** TEMPORARY. Destroy when 3 years old.

ED/RDS, Part 5, Item 2.1b

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		(N1-441-96-1, Item 2.1b)
	<p>c. <u>Operational records in support of committee functions such as travel requests and meeting room reservations.</u></p> <p><b>Disposition:</b> TEMPORARY. Cut off annually. Destroy when 3 years old.</p>	ED/RDS, Part 5, Item 2.1c (N1-441-96-1, Item 2.1c)
	<b>2.2 Internal Committees, Task Forces or Working Groups.</b>	
	a. <u>Records of the Secretary of the Committee.</u>	
	<p>1) <u>For short-term committees:</u> PERMANENT. Cut off files at the termination of each committee. Transfer to the National Archives 1 year after cut off.</p>	ED/RDS, Part 5, Item 2.2a (N1-441-96-1, Item 2.2a(1))
	<p>2) <u>For long-term committees, such as the National Advisory Council on Indian Education:</u> PERMANENT. Cut off files at end of each fiscal year. Retire to the Federal Records Center in 5 year blocks when most recent record in block is 3 years old. Transfer each block to the National Archives when most recent record in block is 8 years old.</p>	ED/RDS, Part 5, Item 2.2a (N1-441-96-1, Item 2.2a(2))
	b. <u>Records of all other members.</u>	
	<p><b>Disposition:</b> TEMPORARY. Destroy when 3 years old or when no longer needed for reference, whichever is sooner.</p>	ED/RDS, Part 5, Item 2.2b (GRS 16, Item 18b(1))
	c. <u>Operational records in support of committee functions such as travel requests and meeting room reservations.</u>	
	<p><b>Disposition:</b> TEMPORARY. Cut off file annually. Destroy when 3 years old or no longer needed for reference, whichever is sooner.</p>	ED/RDS, Part 5, Item 2.2c (GRS 16, Item 18b(2))

### 3. **Committee Liaison Files.**

Documents accumulated in serving as liaison between the Secretary of Education and various internal and external committees. Included

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are proposed agenda topics, agreements, correspondence, reports, and related documents.

**Disposition:** PERMANENT. Cut off files at the termination of each committee. Transfer to the National Archives 1 year after cut off.

ED/RDS, Part 5, Item 3  
(N1-441-96-1, Item 3)

#### 4. Drafts and Working Papers.

Drafts and working papers to reports, agendas, correspondence, and related committee records. These records are specified by the Federal Advisory Committee Act to be created and maintained by each committee.

**Disposition:** TEMPORARY. Destroy upon termination of committee.

ED/RDS, Part 5, Item 4  
(N1-441-96-1, Item 4)

#### 5. Conference Files - National and International Conference Files of the Department.

- a. Division level and above. One record copy agenda, resolutions, final reports of national and international conferences in which ED participated.

**Disposition:** PERMANENT. Offer to the National Archives 10 years after conference.

ED/RDS, Part 5, Item 5  
(NC-12-75-1, Item 6)

- b. Division level and below at headquarters, and all regional offices. All correspondence and subject files not covered by items in the GRS or ED schedules.

**Disposition:** TEMPORARY. Destroy after 2 years.

ED/RDS, Part 5, Item 5  
(NC-12-75-1, Item 7)

#### WHITE HOUSE COMMISSION ON PRESIDENTIAL SCHOLARS

Records pertaining to the program established by the White House

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Commission on Presidential Scholars by Executive Order #11155 of May 23, 1964, to encourage, recognize, and honor high attainment by high school seniors.

### 6. **Scholars' Files.**

Essays written by students, student biographical information, essays written by school counselors, transcripts, administrative forms (biographical form for yearbook, security check forms, housing registration form, t-shirt order form, and others) for scholar recognition week, and other information about the students who were accepted into the White House Commission on Presidential Scholars program. This series is also referred to as "successful applicants' files." Arranged alphabetically by State. The annual accumulation is 141 files (approximately 1.5cf.).

**Disposition:** TEMPORARY. Cut off annually. Retain in office for four years in order to verify yearbook and alumni publications and to choose current scholars as future advisors to the Commission. Destroy files in four year blocks when most recent record is four years old.

ED/RDS, Part 5, Item 6  
(N1-220-93-15, Item 1)

### 7. **Publications and Related Records.**

a. Alumni directory production records. Alumni questionnaires (biographical information), galley proofs, copies of color photographs of former scholars and Presidents, photograph duplication instructions, an lists of alumni. Records are unarranged. Volume on hand is one cubic foot.

**Disposition:** TEMPORARY. Cut off annually. Destroy when one year old.

ED/RDS, Part 5, Item 7a  
(N1-220-93-15, Item 2)

b. Photographic records. Photograph albums of scholars and proof sheets of scholars. Some photographs in the albums resemble passport pictures (in color), while others are professional photographs (black and white). The volume on hand is approximately one cubic foot.

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**Disposition:** TEMPORARY. Dispose current volume on hand upon approval of this schedule. Cut off future records annually. Destroy in five year blocks when most recent record is five years old.

ED/RDS, Part 5, Item 7b  
(N1-220-93-15, Item 3)

c. Alumni directory, yearbook, and program books. Publications and scrapbooks of past and current scholars. Included are lists of scholars; photographs of commissions, scholars, the President, and influential speakers; lists of sponsors; lists of distinguished teachers; messages from the President; lists of events; lists of speakers; and copies of invitations. The records are arranged chronologically and date from 1977 to the present.

**Disposition:** PERMANENT. Cut off annually. Transfer to the National Archives upon publication.  
Acc. on hand: 1.33 cf.

ED/RDS, Part 5, Item 7c  
(N1-220-93-15, Item 4)

### 8. Audiovisual Records.

First generation video recording (VHS copies of professional video productions) of each scholars recognition week since 1989 to the present. Includes images of commission members, the President during the White House medallion ceremony, scholars, and distinguished teachers.

**Disposition:** PERMANENT. Cut off annually. Transfer to the National Archives in two year blocks when most recent record is four years old.  
Acc. on hand: 5 video cassettes.

ED/RDS, Part 5, Item 8  
(N1-220-93-15, Item 5)

### 9. Organization and Function Files of the White House Commission on Presidential Scholars.

Notification from President of appointments, resumes from commissioners, biographies of commissioners, lists of temporary appointments, budget statements, mailing lists of commissioners, history of the program, commissioners yearbook, and original signed appointment affidavits. Series is arranged alphabetically and dates from the beginning of the Commission to the present.

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**Disposition:** PERMANENT. Cut off annually. Transfer to the National Archives in five year blocks when most recent record is ten years old.

Annual accumulation is approximately four file folders.

ED/RDS, Part 5, Item 9  
(N1-220-93-15, Item 6)

### 10. Commission Hearing Files.

Agendas for business meetings, scholar selection meetings, and National Recognition Week meetings. Also included are correspondence at the chairperson and executive director levels, and minutes. Material is filed chronologically and dates from the beginning of the Commission to the present.

**Disposition:** PERMANENT. Cut off annually. Transfer to the National Archives in five year blocks when most recent record is ten years old.

Annual accumulation is approximately six file folders.

ED/RDS, Part 5, Item 10  
(N1-220-93-15, Item 7)

### 11. Organization and Function Files of the Presidential Scholars Foundation.

Application for tax exempt status with the Internal Revenue Service and with the State of Delaware, copy of certificate of incorporation, and copy of by-laws. Series is unarranged.

**Disposition:** PERMANENT. Cut off annually. Transfer to the National Archives in five year blocks when most recent record is ten years old.

Acc. on hand: 1 file folder.

ED/RDS, Part 5, Item 11  
(N1-220-93-15, Item 8)

### 12. Financial Files.

Copies of Commission tax exempt status forms and tax exempt certificates, bids and contracts, purchase orders, travel estimates, and related financial records. Arrangement is alphabetical, therein chronological.

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**Disposition:** TEMPORARY. Destroy 3 years after final payment.

ED/RDS, Part 5, Item 12  
(N1-220-93-15, Item 9)

**13. Scholars' Administrative Files.**

Information packet about the National Foundation for Advancement in the Arts, lists of governors, reservations for reception rooms, lists of proposed speakers, directories of chief state school officers, lists of caterers, lists of semifinalists, and lists of scholars.

**Disposition:** TEMPORARY. Cut off annually. Destroy when one year old.

ED/RDS, Part 5, Item 13  
(N1-220-93-15, Item 10)

**14. Distinguished Teachers Files.**

Biographies and background information for security clearances. Arrangement is alphabetical by teacher's name, and dates from the beginning of the Commission to the present.

**Disposition:** TEMPORARY. Cut off annually. Destroy when one year old.

ED/RDS, Part 5, Item 14  
(N1-220-93-15, Item 11)

**15. Public Relations Files.**

a. Newspaper clippings. Newspaper clippings sent by private citizens to the Commission from across the United States. Unarranged. No dates. Current volume on hand is two file folders.

**Disposition:** TEMPORARY. Destroy upon approval of this schedule.

ED/RDS, Part 5, Item 15a  
(N1-220-93-15, Item 12)

b. Press Releases. Press releases announcing the selection of scholars. This sub-series, arranged chronologically, dates from the beginning of the Commission to the present.



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<p><b>Disposition:</b> PERMANENT. Cut off annually. Transfer to the National Archives in five-year blocks when most recent record is ten years old. Annual accumulation is approximately two file folders.</p>	<p>ED/RDS, Part 5, Item 15b (N1-220-93-15, Item 13)</p>
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Duplicative, fragmentary, non-record materials and items under the General Records Schedule may be disposed without further permission from the Commission.