

1220 - RECORDS AND INFORMATION MANAGEMENT
GRS/BLM Combined Records Schedules

Schedule 26 – Temporary Commissions, Boards, Councils and Committees

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Introduction

This schedule incorporates the records described in General Records Schedule 1, which describes records created and maintained by temporary commissions, boards, councils and committees (including continuing entities governed by renewable charters such as agency advisory committees) maintained by the Bureau of Land Management (BLM):

Item	Record Series Description	Disposition Authority
1	INTERNAL AGENCY COMMITTEES.	
	a. Internal agency committees unrelated to an agency's mission	
	(1) Committees established by an agency for facilitative or operational purposes unrelated to the agency's mission, composed, wholly of full-time officers or employees of the Federal government, and not subject to the Federal Advisory Committee Act, e.g. committees tasked with organizing events, selecting interior furnishings, overseeing volunteer activities or employee recreational activities.	TEMPORARY. Destroy/delete when no longer needed for administrative purposes. GRS 26/1a (1).
	(2) Any files created and/or maintained by the committee	TEMPORARY. Destroy/delete when no longer needed for administrative purposes. GRS 26/1a (2).
	b. Internal agency committees related to an agency's mission.	TEMPORARY. Destroy 2 years after position is abolished or description is superseded. GRS1/7b.
	(1) Position Classification Survey Reports. Reports on various positions prepared by classification specialists, including periodic reports.	PERMANENT. GRS 1/26 b (1).
	(2) Committees established by agency authority (not established by Public Law or Executive Order) for facilitative or operational purposes, related to the agency's mission, composed wholly of full-time officers or employees of the Federal government, and not subject to the Federal Advisory Committee Act, e.g. committees tasked with reviewing policy, studying reorganization, recommending new actions or developing multi-year plans.	PERMANENT. GRS 1/26 b (2).
	(3) Any files created and/or maintained by the committee including agenda, minutes, final reports, and related records documenting accomplishments of official boards and committees.	PERMANENT. GRS 1/26 b (3).
2	RECORDS CREATED BY ADVISORY COMMISSIONS, COMMITTEES, COUNCILS, BOARDS AND OTHER GROUPS ESTABLISHED UNDER THE FEDERAL ADVISORY COMMITTEE ACT (FACA)	
	a. Files documenting the Commission's establishment, membership, policy, organization, deliberations, findings, and recommendations, including such records as:	
	(1) 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 Commission and its components.	PERMANENT: Transfer to the National Archives on termination of the Commission. Earlier transfer is authorized for commissions operating for 3 years or longer. GRS 1/26 2a(1)
	(2) Agendas, briefing books, minutes, testimony, and transcripts of	PERMANENT: Transfer to the

		meetings and hearings as well as audiotapes and/or videotapes of meetings and hearings which were not fully transcribed.	National Archives on termination of the Commission. Earlier transfer is authorized for commissions operating for 3 years or longer. GRS 1/26 2a(2)
	(3)	one copy of each reports, studies, pamphlets, posters (2 copies) and other publications produced by the commission as well as news releases, commissioners' speeches, formal photographs and other significant public affairs files.	PERMANENT: Transfer to the National Archives on termination of the Commission. Earlier transfer is authorized for commissions operating for 3 years or longer. GRS 1/26 2a(3)
	(4)	Correspondence, subject and other files maintained by key commission staff, such as the chair, executive director, and legal counsel, documenting the functions of the commission.	. PERMANENT: Transfer to the National Archives on termination of the Commission. Earlier transfer is authorized for commissions operating for 3 years or longer. GRS 1/26 2a(4)
	(5)	Substantive records relating to research studies and other projects, including unpublished studies and reports substantive research materials (may include electronic data).	PERMANENT: Transfer to the National Archives on termination of the Commission. Earlier transfer is authorized for commissions operating for 3 years or longer. GRS 1/26 2a(5)
	(6)	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 IIA (may include data maintained electronically)	PERMANENT: Transfer to the National Archives on termination of the Commission. Earlier transfer is authorized for commissions operating for 3 years or longer. GRS 1/26 2a(6)
	(7)	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	PERMANENT: Transfer to the National Archives on termination of the Commission. Earlier transfer is authorized for commissions operating for 3 years or longer. GRS 1/26 2a(7)
	b.	Files that relate to day-to-day Commission activities and/or do not contain unique information of historical value, including such records as:	
	(1)	Correspondence, reference and working files of Commission staff (excluding files covered by item IIA)	TEMPORARY. Destroy/delete on termination of Commission. GRS 1/26 2(b).
	(2)	Audiotapes and videotapes of Commission meetings and hearings that have been fully transcribed, informal still photographs and slides of Commission members and staff, meetings, hearings, and other events.	TEMPORARY. Destroy/delete on termination of Commission. GRS 1/26 2(b).
	(3)	Other routine records, such as public mail, requests for information, consultant personnel files, records relating to logistical aspects of Commission meetings and hearings, etc.	TEMPORARY. Destroy/delete on termination of Commission. GRS 1/26 2(b).
	(4)	Extra copies of records described in item IIA. e.g. copies of meeting agenda and minutes distributed to commission members and staff, files accumulated by agencies on interagency bodies other than the secretariat or sponsor.	TEMPORARY. Destroy/delete on termination of Commission. GRS 1/26 2(b).
	c.	Web site records	
	(1)	Electronic versions of web site(s)	TEMPORARY. Delete/destroy on termination of commission. GRS 1/26 2c (1)
	(2)	Design, management, and technical operations records.	TEMPORARY. Delete/destroy on termination of commission. GRS

				1/26 2c (2)
		(3)	Electronic version of content records duplicated in textual series of commission records.	TEMPORARY. Delete/destroy on termination of commission. GRS 1/26 2c (3)
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 commissions, excluding those kept by the sponsor or Secretariat.	TEMPORARY. Destroy when 3 years old. GRS 1/26 (3)
4			COMMITTEE MANAGEMENT RECORDS. 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, appointed 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.	TEMPORARY. Destroy/delete when 6 years old. GRS 1/26 (4)
5			ELECTRONIC MAIL and WORD PROCESSING. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of other records created by the Commission. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.	
		a.	Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directions on hard drive or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.	TEMPORARY. Destroy/delete within 180 days after the recordkeeping copy has been produced. GRS 1/26 4 (a).
		b.	Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.	TEMPORARY. Destroy/delete when dissemination, revision, or updating is completed. GRS 1/26 4 (b).

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