

Request for Records Disposition Authority

Records Schedule Number DAA-0220-2020-0001

Schedule Status Approved

Agency or Establishment National Commission on Military, National, and Public Service

Record Group / Scheduling Group Records of Temporary Committees, Commissions, and Boards

Records Schedule applies to Major Subdivision

Major Subdivision National Commission on Military, National, and Public Service

Schedule Subject Records of the National Commission on Military, National, and Public Service

Internal agency concurrences will be provided No

Background Information The National Commission on Military, National, and Public Service (NCMNPS) was created by Congress to conduct a review of the military selective service process and to consider methods to increase participation in military, national, and public service among all Americans in order to address national security and other public service needs.

Established on September 19, 2017, The Commission is an independent establishment of the Federal government comprised of eleven members appointed by Republican and Democratic leaders in the Congress and by the President. The Commissioners bring together diverse experiences from service in the military, public office, Congress, and nonprofit organizations.

The Commission issued an interim report on January 23, 2019 and will issue its final report in March 2020. The final report will include policy recommendations and legislative proposals regarding all issues in the Commission's broad mandate. By statute, the Commission will cease operations on September 18, 2020.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
14	9	5	0

GAO Approval

Outline of Records Schedule Items for DAA-0220-2020-0001

Sequence Number	
1	Commission Records
1.1	Establishment of the NCMNPS Disposition Authority Number: DAA-0220-2020-0001-0001
1.2	Significant Actions and Decisions Disposition Authority Number: DAA-0220-2020-0001-0002
1.3	Commissioners' Emails Disposition Authority Number: DAA-0220-2020-0001-0003
2	Public Input Disposition Authority Number: DAA-0220-2020-0001-0004
3	Substantive Program Records
3.1	Commission Meetings Disposition Authority Number: DAA-0220-2020-0001-0005
3.2	Commission Findings and Recommendations Disposition Authority Number: DAA-0220-2020-0001-0006
3.3	Commission Correspondence Files Disposition Authority Number: DAA-0220-2020-0001-0007
3.4	Congressional Correspondence and Communication Disposition Authority Number: DAA-0220-2020-0001-0008
4	Public Website (Inspire2serve.gov - official NCMNPS website) Disposition Authority Number: DAA-0220-2020-0001-0009
5	Special Media
5.1	Historically Significant Media Disposition Authority Number: DAA-0220-2020-0001-0010
5.2	Non-Substantive Media Disposition Authority Number: DAA-0220-2020-0001-0011
6	Office Administrative Files Disposition Authority Number: DAA-0220-2020-0001-0012
7	Social Media
7.1	Social Media Postings Disposition Authority Number: DAA-0220-2020-0001-0013
7.2	Videos on YouTube Disposition Authority Number: DAA-0220-2020-0001-0014

Records Schedule Items

Sequence Number	
1	<p>Commission Records Mission records created by the organization when carrying out the unique activities for which it is established. These records document the establishment of the organization, as well as the significant actions and decisions made.</p>
1.1	<p>Establishment of the NCMNPS Disposition Authority Number DAA-0220-2020-0001-0001</p> <p>These records document the establishment of the organization. They include legislative charter in Public Law 114-328 (National Defense Authorization Act) and amendments, reports mandated by law establishing the commission, appointment of Commissioners, and Commissioner biographies.</p> <p>Final Disposition Permanent</p> <p>Item Status Active</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation Electronic format</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>Disposition Instruction</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives immediately after the termination of the Commission in September 2020.</p> <p>Additional Information</p> <p>What will be the date span of the initial transfer of records to the National Archives? From 2016 To 2020</p> <p>How frequently will your agency transfer these records to the National Archives? Unknown Transfer to the National Archives immediately after the termination of the Commission in September 2020.</p>
1.2	<p>Significant Actions and Decisions Disposition Authority Number DAA-0220-2020-0001-0002</p>

Business rules, enacting policies, and organizational and functional charts; and Commissioners' schedule.

Final Disposition	Permanent
Item Status	Active
Is this item media neutral?	No
Explanation of limitation	Electronic format
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No

Disposition Instruction

Transfer to the National Archives for Accessioning	Transfer to the National Archives immediately after the termination of the Commission in September 2020
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Additional Information

What will be the date span of the initial transfer of records to the National Archives?	From 2017 To 2020
How frequently will your agency transfer these records to the National Archives?	Unknown Transfer to the National Archives immediately after the termination of the Commission in September 2020

1.3

Commissioners' Emails

Disposition Authority Number	DAA-0220-2020-0001-0003
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The Commissioners have oversight responsibility and the highest level of authority for NCMNPS decision making. In the course of their work. The Commissioners provide direction to the staff, coordinate Commission activity, and may engage in other communications relevant to Commission decision making.

Final Disposition	Permanent
Item Status	Active
Is this item media neutral?	No
Explanation of limitation	Electronic format
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No

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Disposition Instruction

Transfer to the National Archives for Accessioning

Transfer to the National Archives immediately after the termination of the Commission in September 2020.

Additional Information

What will be the date span of the initial transfer of records to the National Archives?

From 2017 To 2020

How frequently will your agency transfer these records to the National Archives?

Unknown

Transfer to the National Archives immediately after the termination of the Commission in September 2020.

Public Input

Disposition Authority Number

DAA-0220-2020-0001-0004

Public comments, statements for the record, and other input received from the public in connection with the operations of the Commission, along with relevant supporting data generated or accumulated by the Commission.

Final Disposition

Permanent

Item Status

Active

Is this item media neutral?

No

Explanation of limitation

Electronic format.

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?

No

Disposition Instruction

Transfer to the National Archives for Accessioning

Transfer to the National Archives immediately after the termination of the Commission in September 2020.

Additional Information

What will be the date span of the initial transfer of records to the National Archives?

From 2017 To 2020

How frequently will your agency transfer these records to the National Archives?

Unknown

		Transfer to the National Archives immediately after the termination of the Commission in September 2020.
3	Substantive Program Records	Records documenting the evaluation of issues considered by the Commission and its work groups along with records concerning their significant actions and decisions. Only one of each record is considered permanent.
3.1	Commission Meetings	
	Disposition Authority Number	DAA-0220-2020-0001-0005
		Includes records of public meetings, public hearings, and meetings between Commission staff or Commissioners and third parties. Includes agendas, materials presented to or prepared by or for the Commission, such as read ahead packets, background materials, reports (including drafts), and presentations; meeting minutes; transcripts and/or audio-visual records of meetings and hearings.
	Final Disposition	Permanent
	Item Status	Active
	Is this item media neutral?	No
	Explanation of limitation	Electronic format.
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	Disposition Instruction	
	Transfer to the National Archives for Accessioning	Transfer to the National Archives immediately after the termination of the Commission in September 2020.
	Additional Information	
	What will be the date span of the initial transfer of records to the National Archives?	From 2017 To 2020
	How frequently will your agency transfer these records to the National Archives?	Unknown Transfer to the National Archives immediately after the termination of the Commission in September 2020.
3.2	Commission Findings and Recommendations	

Disposition Authority Number **DAA-0220-2020-0001-0006**

One copy each of the Commission's final report, along with any memoranda, letters to agency, studies, and programs/pamphlets produced by or for the Commission relating to its final report or recommendations; Commission presentations or briefings of findings; decision documents to the extent not included in other categories of this schedule.

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **No**

Explanation of limitation **Electronic format**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Disposition Instruction

Transfer to the National Archives for Accessioning **Transfer to the National Archives immediately after the termination of the Commission in September 2020.**

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 2017 To 2020**

How frequently will your agency transfer these records to the National Archives? **Unknown**
Transfer to the National Archives immediately after the termination of the Commission in September 2020.

3.3

Commission Correspondence Files

Disposition Authority Number **DAA-0220-2020-0001-0007**

Records documenting discussions, decisions or actions related to the work of the commission (excluding administrative or logistical matters) regardless of format or media.

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in **No**

electronic format(s) other than e-mail and word processing?

Disposition Instruction

Transfer to the National Archives for Accessioning

Transfer to the National Archives immediately after the termination of the Commission in September 2020.

Additional Information

What will be the date span of the initial transfer of records to the National Archives?

From 2017 To 2020

How frequently will your agency transfer these records to the National Archives?

Unknown

Transfer to the National Archives immediately after the termination of the Commission in September 2020.

3.4

Congressional Correspondence and Communication

Disposition Authority Number

DAA-0220-2020-0001-0008

Includes testimony, legislative proposals, or other reports as well as formal correspondence with Congress.

Final Disposition

Permanent

Item Status

Active

Is this item media neutral?

Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?

No

Disposition Instruction

Transfer to the National Archives for Accessioning

Transfer to the National Archives immediately after the termination of the Commission in September 2020.

Additional Information

What will be the date span of the initial transfer of records to the National Archives?

From 2017 To 2020

How frequently will your agency transfer these records to the National Archives?

Unknown

		Transfer to the National Archives immediately after the termination of the Commission in September 2020.
4	Public Website (Inspire2serve.gov - official NCMNPS website)	
	Disposition Authority Number	DAA-0220-2020-0001-0009
	All Commission reports, news releases, Commissioner biographies, meeting and briefing materials.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	No
	Explanation of limitation	Electronic format
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	No
	Disposition Instruction	
	Retention Period	The website will be transferred to the University of North Texas (UNT) upon termination of the Commission under the provisions of the affiliated archives relationship established in 2006 (http://www.archives.gov/press/press-releases/2006/nr06-00.html)
	Additional Information	
	GAO Approval	Not Required
5	Special Media	
5.1	Historically Significant Media	
	Disposition Authority Number	DAA-0220-2020-0001-0010
	Records that document significant moments in the NCMNPS history and/or noteworthy NCMNPS accomplishments in carrying out its mission. Includes still photographs, videos and films and any related finding aids of Commission members and staff.	
	Final Disposition	Permanent
	Item Status	Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Disposition Instruction

Transfer to the National Archives for Accessioning Transfer to the National Archives immediately after the termination of the Commission in September 2020.

Additional Information

What will be the date span of the initial transfer of records to the National Archives? From 2017 To 2020

How frequently will your agency transfer these records to the National Archives? Unknown
Transfer to the National Archives immediately after the termination of the Commission in September 2020.

5.2

Non-Substantive Media

Disposition Authority Number DAA-0220-2020-0001-0011

These records do not have value beyond their functional use. They contain insufficient historical value to warrant preservation in the National Archives once the business needs of the agency have been met.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Disposition Instruction

Retention Period Destroy after termination of the Commission.

Additional Information

GAO Approval Not Required

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Office Administrative Files

Disposition Authority Number DAA-0220-2020-0001-0012

Records accumulated that relate to the internal administration or housekeeping activities of the Commission and include: - office level administrative policies and procedures and files related to their development; - daily calendars or schedules of Commission staff; - informal requests and tracking of personal training, travel, supplies and equipment, excluding procurement and payment records that are accountable; - internal office activity and workload reports: - studies and analysis of office administrative functions and activities; - minutes of internal meetings related solely to administrative activities; - continuity and emergency contact information; - copies of personnel files where the originals are maintained outside of the Commission; - public affairs -- logistics, planning, and correspondence with the general public unrelated to research that the Commission does not act upon; - records related to developing speeches, publications, education material, posters, or public outreach materials. The Privacy Act applies to several of these files.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Disposition Instruction

Retention Period Destroy when business use ceases or the Commission ends, whichever comes first.

Additional Information

GAO Approval Not Required

Social Media

Social Media Postings

Disposition Authority Number DAA-0220-2020-0001-0013

NCMPS has an account for each of several commercial networking sites in order to provide information to the public. These social networking sites include Facebook, Twitter, Instagram, LinkedIn.

Final Disposition Temporary

Item Status Active

Is this item media neutral? No

Explanation of limitation Electronic format

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

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7.1

7.2	Do any of the records covered by this item exist as structured electronic data?	No
	Disposition Instruction	
	Retention Period	Delete at termination of the Commission.
	Additional Information	
	GAO Approval	Not Required
	Videos on YouTube	
	Disposition Authority Number	DAA-0220-2020-0001-0014
	Postings on YouTube of videos regarding NCMNPS activities	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	No
	Explanation of limitation	Electronic format
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	No
	Disposition Instruction	
	Retention Period	Remove videos from YouTube site at termination of the Commission or when no longer relevant to the agency's mission, whichever is latest.
	Additional Information	
	GAO Approval	Not Required

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
11/19/2019	Certify	Chantel Whiting	Chief Records Manager	National Commission on Military, National and Public Service - National Commission on Military, National and Public Service
03/18/2020	Submit for Concurrence	Janet Kennelly	Archives Specialist	National Archives and Records Administration - Records Management Services
04/14/2020	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/11/2020	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
05/19/2020	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist