

This document was requested and posted by AltGov2

www.altgov2.org/records-destruction-requests



NATIONAL
ARCHIVES

[Handwritten signature]
3/23/18

Date: March 23, 2018
Appraiser: David Weber
Agency: Office of Personnel Management
Subject: DAA-0478-2018-0003

INTRODUCTION

Schedule Overview: Records of Federal Executive Boards (FEBs), both at headquarters and field sites.

Administrative History: Office of Personnel Management (OPM) provides human resources leadership and support to Federal government agencies. As part of its services to Federal agencies, OPM supports Federal Executive Boards at significant centers of Federal employment across the country through its FEB Program Office. FEBs in regional cities build interagency partnerships and community involvement and provide a forum to exchange information between Washington and field sites and among participating agencies at each site.

Additional Background Information: This schedule applies to records of both the FEB Program Office (headquarters) and individual FEBs outside of Washington, DC. It supersedes N1-414-03-001, which scheduled the records of the regional FEBs but placed them in the record group for regional commissions, committees, and boards, and N1-478-02-004, which scheduled records of the headquarters FEB Program Office. With this schedule all FEB records are assigned to RG 478. This schedule captures high level program and project planning and reporting as it occurs at the FEB headquarters; regional records are facilitative and have been rescheduled as temporary, though regional annual reports remain permanent in the headquarters collection.

Overall Recommendation

I recommend approval of the attached schedule.

Item 1: Headquarters Program Files related to the activities of the FEB in directing and carrying out its functions. Records include project and strategic plans, policies and procedures, guidance, surveys, and similar materials.

Proposed Disposition: Permanent

Appropriateness of Proposed Disposition: Appropriate

Appraisal Justification:

- * Documents the significant actions of Federal Officials
- *Has significant research value
- *Electronic format enhances the value of the records
- *Previously scheduled as permanent in N1-478-02-004, item 1

Adequacy of Proposed Transfer Instructions(s) Adequate

Media Neutrality: Approved

Item 2: Headquarters Meeting and Briefing Materials including background information, agendas, presentations, and correspondence exclusive of records captured in Annual Meeting Files, item 14.

Proposed Disposition: Temporary

Appropriateness of Proposed Disposition: Appropriate

- *Does not document the significant actions of Federal Officials
- *Has little research value
- *Electronic format does not enhance the value of the records
- *Supersedes N1-478-02-004, item 5

Adequacy of Proposed Retention Period(s)

- *Adequate from standpoint of legal rights and accountability

Media Neutrality: Approved

Item 3:Substantive Drafts of Headquarters Program Documents and Background Material including drafts of strategic plans, regulatory guidance, policies, publications procedures, program reviews and other background materials.

Proposed Disposition: Temporary

Appropriateness of Proposed Disposition: Appropriate

- *Does not document the significant actions of Federal Officials
- *Has little research value
- *Electronic format does not enhance the value of the records

Adequacy of Proposed Retention Period(s)

*Adequate from standpoint of legal rights and accountability

Media Neutrality: Approved

Item 4: Individual FEB Program Files documenting actions of regional FEBs such as member meetings, local or nationally directed projects, regional CFCs and similar activities.

Proposed Disposition: Temporary

Appropriateness of Proposed Disposition: Appropriate

*Does not document the significant actions of Federal Officials

*Has little research value

*Electronic format does not enhance the value of the records

*Similar records were scheduled as temporary in N1-478-02-004, item 6b

Adequacy of Proposed Retention Period(s)

*Adequate from standpoint of legal rights and accountability

Media Neutrality: Approved

Item 5: Headquarters Project Files consisting of correspondence, projects plans and reports, and final publications.

Proposed Disposition: Permanent

Appropriateness of Proposed Disposition: Appropriate

Appraisal Justification:

* Documents the significant actions of Federal Officials

*Has significant research value

*Electronic format enhances the value of the records

*Previously scheduled as permanent in N1-478-02-004, item 6a

Adequacy of Proposed Transfer Instructions(s) Adequate

Media Neutrality: Approved

Item 6: Agendas and Meeting Notes of FEB Headquarters Projects including agendas and notes not included in item 5.

Proposed Disposition: Temporary

Appropriateness of Proposed Disposition: Appropriate

*Does not document the significant actions of Federal Officials

*Has little research value

*Electronic format does not enhance the value of the records

Adequacy of Proposed Retention Period(s)

*Adequate from standpoint of legal rights and accountability

Media Neutrality: Approved

Item 7: Substantive Drafts and Background Materials of FEB Headquarters Projects consisting of drafts of publications, projects plans, reports, and reviews, and other background materials created during project activities.

Proposed Disposition: Temporary

Appropriateness of Proposed Disposition: Appropriate

*Does not document the significant actions of Federal Officials

*Has little research value

*Electronic format does not enhance the value of the records

Adequacy of Proposed Retention Period(s)

*Adequate from standpoint of legal rights and accountability

Media Neutrality: Approved

Item 8: Individual FEB Project Files consisting of correspondence, plans, and background materials accumulated during planning and execution of regional projects.

Proposed Disposition: Temporary

Appropriateness of Proposed Disposition: Appropriate

*Does not document the significant actions of Federal Officials

*Has little research value

*Electronic format does not enhance the value of the records

*Previously scheduled as temporary in N1-478-02-0004, item 6b, and N1-414-03-01, items 6, 7, and 8b

Adequacy of Proposed Retention Period(s)

*Adequate from standpoint of legal rights and accountability

Media Neutrality: Approved

Item 9: FEB Headquarters Final Summary Reports providing information about FEB activities to Congress and oversight agencies.

Proposed Disposition: Permanent

Appropriateness of Proposed Disposition: Appropriate

Appraisal Justification:

* Documents the significant actions of Federal Officials

*Has significant research value

*Electronic format enhances the value of the records

*Previously scheduled as permanent in N1-478-02-004, item 2

Adequacy of Proposed Transfer Instructions(s) Adequate

Media Neutrality: Approved

Item 10: Final Annual Reports of Individual FEBs summarizing regional activities described in Strategic or Annual Operational plans during the year. Records are retained at FEB headquarters.

Proposed Disposition: Permanent

Appropriateness of Proposed Disposition: Appropriate

Appraisal Justification:

* Documents the significant actions of Federal Officials

*Has significant research value

*Electronic format enhances the value of the records

*Previously scheduled as permanent in N1-414-03-001, item 4a

Adequacy of Proposed Transfer Instructions(s) Adequate

Media Neutrality: Approved

Item 11: All Other FEB Reporting Records such as monthly, ad hoc, situational reports and background or supporting materials.

Proposed Disposition: Temporary

Appropriateness of Proposed Disposition: Appropriate

- *Does not document the significant actions of Federal Officials
- *Has little research value
- *Electronic format does not enhance the value of the records
- *Supersedes N1-414-03-001, item 4b and 4c

Adequacy of Proposed Retention Period(s)

- *Adequate from standpoint of legal rights and accountability

Media Neutrality: Approved

Item 12: Government-wide and Headquarters Training Final Products consisting of final version of courses created for FEB training programs.

Proposed Disposition: Permanent

Appropriateness of Proposed Disposition: Appropriate

Appraisal Justification:

- * Documents the significant actions of Federal Officials
- *Has significant research value
- *Electronic format enhances the value of the records

Adequacy of Proposed Transfer Instructions(s) Adequate

Media Neutrality: Approved

Item 13: All Other Training Files including background, drafts, and copies at other organizations

Proposed Disposition: Temporary

Appropriateness of Proposed Disposition: Appropriate

*Does not document the significant actions of Federal Officials

*Has little research value

*Electronic format does not enhance the value of the records

*Previously scheduled as temporary in N1-478-02-0004, item 3, and N1-414-03-01, items 9, and 10

Adequacy of Proposed Retention Period(s)

*Adequate from standpoint of legal rights and accountability

Media Neutrality: Approved

Item 14: Federal Executive Board Headquarters Annual Meeting Files including administrative and planning information, agendas, participant lists, and meeting summaries.

Proposed Disposition: Temporary

Appropriateness of Proposed Disposition: Appropriate

*Does not document the significant actions of Federal Officials

*Has little research value

*Electronic format does not enhance the value of the records

*Supersedes N1-478-02-004, item 5

Adequacy of Proposed Retention Period(s)

*Adequate from standpoint of legal rights and accountability

Media Neutrality: Approved

Item 15: ADR or Shared Neutrals Reports and Contact Lists identifying mediators and activities in ADR programs.

Proposed Disposition: Temporary

Appropriateness of Proposed Disposition: Appropriate

*Does not document the significant actions of Federal Officials

*Has little research value

*Electronic format does not enhance the value of the records

Adequacy of Proposed Retention Period(s)

*Adequate from standpoint of legal rights and accountability

Media Neutrality: Approved

Item 16: ADR Case Files documenting mediations held under the auspices of individual FEBs, including applications for mediation, statements, testimony, evaluations, agreements and other related materials.

Proposed Disposition: Temporary

Appropriateness of Proposed Disposition: Appropriate

*Does not document the significant actions of Federal Officials

*Has little research value

*Electronic format does not enhance the value of the records

Adequacy of Proposed Retention Period(s)

*Adequate from standpoint of legal rights and accountability

Media Neutrality: Approved

David
Weber

Digitally signed by David Weber
DN: cn=David Weber, o=National
Archives, ou=NARA,
email=david.weber@nara.gov,
c=US
Date: 2018.06.19 04:00:09 -07'00'

DAVID WEBER

Appraiser