

OLD CODE	NEW (USDA) CODE	TITLE/DESCRIPTION	DISPOSITION	DISPOSITION AUTHORITY
COM	<b><u>CBCC</u></b>	<b><u>COMMISSIONS, BOARDS, COUNCILS, COMMITTEES, TASK FORCE, MEETINGS</u></b>		
	CBCC – 1	<p>Internal Agency Committee</p> <p>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 of interior furnishings, overseeing volunteer activities or employee recreational activities.</p>	<p><u>TEMPORARY:</u></p> <p>Destroy/delete when no longer needed for administrative purposes.</p>	GRS 26, Item 1(a)
	CBCC – 2	External Agency Committee		
	CBCC – 3 ★	Federal Advisory Committee Act (FACA)		
		<p>a. Files documenting the Commission’s establishment, membership, policy, organization, deliberations, findings, and recommendations</p> <p>Charters, organization charts, functional statements, directives, agendas, briefing books, minutes, testimony, and transcripts of meetings and hearing correspondence, research studies and other projects.</p>	<p><u>PERMANENT:</u></p> <p>Transfer when records are 15 years old or upon termination of committee, whichever is sooner.</p>	GRS 6.2, Item 010
		<p>b. Substantive Committee Audiovisual Records</p> <p>Records include: audiotapes, videotapes, and/or other recordings of meetings and hearings not fully transcribed; captioned formal and informal analog or digital photographs, and any related finding aids, of committee members and staff, meetings, or hearings; posters (2 copies) produced by or for the committee.</p>	<p><u>PERMANENT:</u></p> <p>Transfer when records are 3 years old or upon termination of committee, whichever is sooner.</p>	GRS 6.2, Item 020
		<p>c. Files that relate to day-to-day Commission activities and/or do not contain unique information of historical value –</p> <p>Correspondence, reference and working files of Commission staff, meetings and hearings, requests for information, consultant personnel files, records relating to logistical aspects of Commission meetings and hearings, etc.</p>	<p><u>TEMPORARY:</u></p> <p>Destroy when superseded, obsolete, no longer needed, or upon termination of the committee, whichever is sooner.</p>	GRS 6.2, Item 050
		<p>d. Web site records (Substantive Committee) –</p> <p>Electronic version of web site(s), Design, management, and technical operation records, Electronic version of content records duplicated in textual series of commission records.</p>	<p><u>PERMANENT:</u></p> <p>Transfer when records are 15 years old or upon termination of committee, whichever is sooner.</p>	GRS 6.2, Item 010

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		<p>e. Web site records (Non-Substantive Committee)–</p> <p>Electronic version of web site(s), Design, management, and technical operation records, Electronic version of content records duplicated in textual series of commission records.</p>	<p><u>TEMPORARY:</u></p> <p>Destroy when superseded, obsolete, no longer needed, or upon termination of the committee, whichever is sooner.</p>	GRS 6.2, Item 050
	CBCC – 4	<p><del>Committee Records Not Maintained by Sponsor or Secretariat</del></p> <p><del>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.</del></p>	<p><del><u>TEMPORARY:</u></del></p> <p><del>Destroy/delete when 3 years old.</del></p>	GRS 26, Item 3
	CBCC – 5 +	<p>FACA Operations/Management</p> <p>Records maintained by agency Committee Management Officers for committees established under the Federal Advisory Committee Act (FACA) as amended (5U.S.C. Appendix 2). Committee Management activities include the establishment, appointment of members, and operation and termination of chartered Federal advisory committees.</p>	<p><u>TEMPORARY:</u></p> <p>Destroy/delete when 6 years old.</p>	GRS 6.2, Item 0404
	CBCC – 6 +	<p>Chief Information Officer Committee Records (CIO)</p> <p>Records maintained by committees, boards, task forces, conferences, or other IT advisory, governing, or policy bodies for which the CIO has designated sponsorship, leadership, or recordkeeping responsibilities. Records include meeting minutes, summaries, agendas, and transcripts; reports, studies, and publications; membership records; correspondence, mailing, and distribution records; and other administrative committee records.</p>	<p><u>TEMPORARY:</u></p> <p>Destroy/delete when 5 years old.</p>	GRS 27, Item 5
	CBCC – 7	Conferences (ERS)		
		<p>(ERS Records)</p> <p>a. Intra-agency boards, committees, councils, and conference records received, processed, and created by intra-agency activities and maintained by the sponsors or Secretariat. Records may include but are not limited to: Committee establishment, organization policy, membership and sponsorship of International, National and regional organizations; agendas, minutes, research project/activity proposals, progress, interim and final project reports; committee decisions and related records documenting accomplishments.</p>	<p><u>PERMANENT:</u></p> <p>Cut off at the end of the calendar year. Transfer to inactive storage 5 years after sponsorship is transferred or discontinued, or 5 years after final action or decision is completed. Transfer to NARA 10 years after cutoff in accordance with NARA</p>	N1-354-09-1, Item 10

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			.pdf transfer instructions, or other applicable transfer instructions in place at the time of transfer.	
		(ERS Records) b. Records of Official Conferences  Conferences sponsored by ERS. Includes agendas, minutes, final reports, and related records documenting accomplishments.	<u>PERMANENT:</u>  Cut off at the end of the CY. Transfer to inactive storage 5 years after sponsorship is transferred or discontinued, or 5 years after final action or decision is completed. Transfer to NARA 10 years after cutoff, in accordance with NARA .pdf transfer instructions, or other applicable transfer instructions in place at the time of transfer.	N1-354-09-1, Item 10b
		(ERS Records) c. Records of internal committees or councils. Includes documentation relating to establishment, organization, membership, and charge for the committees or councils, as well as agenda, minutes, final reports, and related records documenting the accomplishments of internal committees or councils.	<u>TEMPORARY:</u>  Destroy/delete when 5 years old or when no longer needed for reference, whichever is later.	N1-354-09-1, Item 10c
	CBCC – 8	RESERVED		
	CBCC – 9	RESERVED		
	CBCC – 10	EEOC Advisory Committee (ARS)		
COM 2	CBCC – 11	Committee Management and Control Records  Correspondence; press releases; AD-241, Committee Control Record; and related records pertaining to the establishment, organization, membership, and policy, not covered elsewhere in this schedule. Files are arranged alphabetically by name of committee.		
COM 4-2		a. Advisory, ARS sponsored interagency, national interagency, Departmental, and liaison committees.	<u>TEMPORARY:</u>  Committee Management Officer: Destroy 3 years after termination of committee.	NC1-310-79-2, Item 22a(1)(c)

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COM 4-9		b. Internal Committees	<u>TEMPORARY:</u> Destroy 2 years after termination of committee.	NC1-310-79-2, Item 22a(2)(a)
		(ARS Records) c. Other Offices	<u>TEMPORARY:</u> Destroy 1 year after termination of committee.	NC1-310-80-2, Item 22a(2)(b)
COM 1	CBCC – 12	(ARS Records) Biographical Summaries and Related Membership Records		
		(ARS Records) a. Committee Management Officer.	<u>TEMPORARY:</u> Destroy when membership is approved.	NC1-310-80-2, Item 22b(1)
		(ARS Records) b. Executive Secretary.	<u>TEMPORARY:</u> Destroy when committee is terminated, or when updated summary is received.	NC1-310-80-2, Item 22b(2)
COM 3	CBCC – 13	(ARS Records) Financial Records showing disposition of funds to ARS sponsored advisory committees and interagency committees, and expenses incurred by the committee, which may be inspected or audited by the Department, the Comptroller General, or authorized representative.		
		(ARS Records) a. Committee Management Officer and Executive Secretary.	<u>TEMPORARY:</u> Destroy when 7 years old.	NC1-310-80-2, Item 22c(1)
		(ARS Records) b. Other Offices	<u>TEMPORARY:</u> Destroy duplicate copies when 3 years old.	NC1-310-80-2, Item 22c(2)
COM 4	CBCC – 14	Records Created by REE Committees		
		a. REE: Advisory, Sponsored Interagency, National Interagency, Internal, and Departmental Committees and Liaison.  File consist of agendas, directives minutes, ports, and correspondence covering operations of the committee and the establishment, revision, or termination of committee, not covered elsewhere in this schedule. Files arranged alphabetically by name of committee.	<u>PERMANENT:</u> Executive Secretariat: Transfer to FARC when no longer needed for current activities. Offer to NARA when 15 years old in 10 year blocks.	NC1-310-80-2, Item 23a

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		<p>b. Human Studies Review Committee</p> <p>Files consist of Human Studies research proposals, approvals, and all correspondence (regardless of media) relating to the use of human subjects for research.</p>	<p><u>TEMPORARY:</u></p> <p>Chairperson: Cut off upon completion of project. Transfer to FRC 2 years after cutoff. Destroy 25 years after cutoff.</p> <p>Other Offices: Destroy when 5 years old or no longer needed for current activities, whichever is sooner.</p>	<p>N1-310-97-1, Item 2</p>
		<p>c. Animal Care Committee</p> <p>Files consist of correspondence minutes of meetings, Annual Report (VS Form 18-23), Inspection of Animal Facilities, Sites, or Premises (VS Form 18-8), and related records.</p>	<p><u>TEMPORARY</u></p> <p>Destroy when 3 years old.</p>	<p>NC1-310-80-2, Item 23c</p>
		<p>d. Extension Committee on Organization and Policy of the Association of Land-Grant colleges and Universities (ECOP).</p> <p>ECOP is an official body to which matters of policy of general concern to Extension are referred. These matters are considered and recommendations made to the States. Files consist of proceedings relating to substantive Extension functions, and are arranged in date order in bound volumes.</p>	<p><u>PERMANENT:</u></p> <p>Deputy Director: Offer to NARA immediately upon binding.</p> <p><u>TEMPORARY:</u></p> <p>Other Offices: Destroy when no longer needed for current activities, or when 3 years old, whichever is sooner.</p>	<p>NC1-310-80-2, Item 23d</p>
		<p>e. Extension Management Team committee (formerly Executive committee).</p> <p>Meetings began in 1970. Membership consists of Deputy Director, Associate Directors, and Assistant Deputy Director. Files are arranged in chronological order.</p>	<p><u>PERMANENT:</u></p> <p>Deputy Director: Offer to NARA at the end of 5 calendar years, in 10-year blocks.</p> <p>Other Offices: Destroy when 3 years old, or sooner if no longer needed for current activities.</p>	<p>NC1-310-80-1, Item 23e</p>
		<p>(ARS Records)</p> <p>f. ARS Safety Council and Other ARS Safety Committees</p> <p>Files include minutes and related correspondence.</p>	<p><u>TEMPORARY:</u></p> <p>Destroy when 5 years old.</p>	<p>NC1-310-80-1, Item 23f</p>

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	CBCC – 15	<p>Research Contract and Grant Award Board.</p> <p>Board set up to review proposed contracts and grants to determine if proposed research is correlated with or supplemental to research conducted within ARS; if proposed research can be performed more economically or more efficiently outside ARS; adequacy of competition; and to weigh relative merits of all proposals received and to select prospective contractor or grantee. Files include correspondence and other records documenting Board action or contract proposals. Arranged chronologically in 3-ring binders.</p>	<p><u>PERMANENT</u></p> <p>Executive Secretary: Transfer to FARC when 3 years old. Offer to NARA when 20 years old, in 10-year blocks.</p> <p>Other Members: Destroy when 3 years old, or when no longer needed for current activities.</p>	NC1-310-80-2, Item 109