

**DISTRICT OF COLUMBIA
GENERAL RECORDS SCHEDULE 24**

Boards and Commissions

This schedule relates mainly to program records that are most often created by a board, commission, committee, conference, task force, or similar organization. Program records are those records created or received and maintained by an agency in the conduct of the substantive functions for which it was created. They include records produced by contractors and consultants for the agency. Program records may consist of textual (manuscript) or nontextual (machine-readable and audiovisual) records.

Administrative records such as those relating to personnel, payroll, procurement, and fiscal matters, are already covered by other general records schedules. In addition, many boards are attached to other District agencies which handle administrative matters for the board and thus have custody of the board's administrative records.

Boards of long duration should develop a records retention schedule tailored to the unique records of their organization. A board's records retention schedule may provide for a different timetable for the transfer of permanent records into the D.C. Archives than that provided for in this general records schedule. Until such time as an agency schedule is developed, however, boards are authorized and encouraged to follow the guidelines of this general records schedule.

For convenience, the term "board" is used in this schedule to cover all types of organizations.

Records created prior to January 1, 1921, must be offered to the D.C. Archives before applying the disposition instructions set forth in this schedule.

This general records schedule was approved by the Records Disposition Committee on September 24, 1986.

| ITEM | DESCRIPTION | AUTHORIZED DISPOSITION |
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| 1. | Board Meetings Files. The meetings files of a board, including those held in executive session, generally consist of the agenda, minutes of meetings and briefing materials for the members. | PERMANENT. Transfer to D.C. Archives in 2 year blocks or with termination of board, whichever is sooner. |
| 2. | Public Hearings Files. Generally consist of edited and unedited transcripts of the hearings. | Submit request for disposition authority to D.C. Archives. |
| 3. | General Correspondence Files. Consist of letters received and copies of letters sent concerning the overall mission of the board. | Submit request for disposition authority to D.C. Archives. |

DISTRICT OF COLUMBIA GENERAL RECORDS SCHEDULE 24

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| 4. | Publication Files. One copy of each published report, study, pamphlet, booklet, poster, and other publications produced by or for the board. | PERMANENT. Transfer to D.C. Archives in 2 year blocks or with termination of board, whichever is sooner. |
| 5. | Media Files. Consist of one copy of each press release issued by the board or transcript of board press conference, where such transcript exists. | PERMANENT. Transfer to D.C. Archives in 2 year blocks or with termination of board, whichever is sooner. |
| 6. | Speech Files. Consist of one copy of each speech by members related to the mission of the board. | PERMANENT. Transfer to D.C. Archives in 2 year blocks or with termination of the board, whichever is sooner. |
| 7. | Organizational Files. Consist of records relating to the overall organization of the board and any changes to it. Included are organizational charts, functional statements, budget records, biographical information on board members, directives to staff concerning their responsibilities, and related materials. (a) Those records that are not duplicated by files maintained by the Office of Boards and Commissions, or by the agency to which the board is attached for administration. (b) All other such records. | PERMANENT. Transfer to D.C. Archives in 2 year blocks or with termination of board, whichever is sooner. Destroy when obsolete, superseded, or on termination of the board, whichever is sooner. |
| 8. | Unpublished Studies Files. Consist of the final version of each unpublished study or report prepared by the board staff or by an individual or organization under contract to it. | Submit request for disposition authority to D.C. Archives. |
| 9. | Project Subject Files. Consist of all records relating to a specific project from inception to completion. Included are correspondence, memoranda, questionnaires, studies and reports, and related records. | Submit request for disposition authority to D.C. Archives. |

DISTRICT OF COLUMBIA GENERAL RECORDS SCHEDULE 24

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| 10. | Case Files. Consist of folders or other file units containing material relating to a specific action, event, person, place, or other subject. | Submit request for disposition authority to D.C. Archives. |
| 11. | Audiovisual Files. Consist of still pictures, motion picture films, sound recordings, video recordings, and related documentation produced by or for the board. | Submit request for disposition authority to D.C. Archives (See DCGRS 21, Audiovisual Records, for guidelines). |
| 12. | Chronological Files (Reading Files). Extra copies of outgoing communications (arranged chronologically) which are maintained for review. | Destroy when no longer needed. |
| 13. | Machine-Readable Files. | See DCGRS 20, Electronic Records Systems, for guidelines. |
| 14. | Staff Reference Files. Include drafts of correspondence, reports, and studies; copies of materials retained under other items of this schedule; and publications from governmental agencies, or private organizations and institutions. | Destroy when obsolete, superseded, or on termination of board. |
| 15. | Mailing Lists. Lists of individuals and organizations that are to receive copies of the board reports and/or other issuances. | Destroy when obsolete, superseded, or on termination of board. |
| 16. | General Administrative Files. These are files pertaining to the internal operation of a board, such as personnel, payroll, procurement. And fiscal records. In some cases, the agency to which the board is attached for administration maintains the official files. | Follow guidelines of appropriate DCGRS. |
| 17. | Transitory Correspondence. Correspondence requiring no substantive reply, such as requests for publications and general information. | Destroy when request is completed or on termination of board. |

DISTRICT OF COLUMBIA GENERAL RECORDS SCHEDULE 24

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| 18. | All Records Not Covered Elsewhere in This Schedule or Other General Records Schedules. | Submit request for disposition authority to D.C. Archives. |
| 19. | Rejected Offers. Records offered to the D.C. Archives but appraised as lacking sufficient research or other value to warrant permanent retention. | Destroy immediately. |