

## Request for Records Disposition Authority

Records Schedule Number DAA-0167-2020-0002

Schedule Status Modified Approved Version

Agency or Establishment National Institute of Standards and Technology

Record Group / Scheduling Group Records of the National Institute of Standards and Technology

Records Schedule applies to Major Subdivision

Major Subdivision Associate Director for Laboratory Programs

Minor Subdivision Special Programs Office

Schedule Subject Organization of Scientific Area Committees (OSAC) for Forensic Science

Internal agency concurrences will be provided No

Background Information The National Institute of Standards and Technology (NIST) has primary responsibility to coordinate and facilitate the development of forensic science standards. To carry out its assigned responsibilities, NIST devised a multi-level organization, the Organization of Scientific Area Committees (OSAC) for Forensic Science, consisting of Scientific Area Committees (SACs) which report to a Forensic Science Standards Board (FSSB).

The Forensic Science Standards Board (FSSB) shall provide overall direction to the OSAC. The FSSB shall determine OSAC policies and procedures and shall take such actions as it considers necessary to carry out the objectives of the OSAC.

NIST shall be responsible for OSAC Administration and shall manage the financial affairs of the OSAC in accordance with procedures prescribed by the federal government. Only NIST shall have the authority to enter into contracts for the OSAC.

NIST in its role as the OSAC Administrator is responsible for:

- managing all aspects of the internal OSAC operations, including providing the human, financial and technology resources in support of OSAC directed activities
- coordinating with the Forensic Science Standards Board regarding OSAC direction and deliverables
- ensuring appropriate OSAC documents are publicly available online.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
4	1	3	0

GAO Approval

## Outline of Records Schedule Items for DAA-0167-2020-0002

Sequence Number	
1	OSAC Operational Records Disposition Authority Number: DAA-0167-2020-0002-0001
2	OSAC Routine and Administrative Operational Records Disposition Authority Number: DAA-0167-2020-0002-0002
3	OSAC Membership and Application Records Disposition Authority Number: DAA-0167-2020-0002-0003
4	Membership Rosters Disposition Authority Number: DAA-0167-2020-0002-0004

## Records Schedule Items

Sequence Number					
1	<p><b>OSAC Operational Records</b></p> <p>Disposition Authority Number      <b>DAA-0167-2020-0002-0001</b></p> <p>Records documenting the establishment and formation of OSAC and its actions and decisions. • Organization charts • Organization bylaws and charter • OSAC planning records (organizational priorities, standardization roadmaps, &amp; other planning documents) • OSAC final products • FSSB minutes, agendas, and meeting materials • OSAC newsletter • Standards bulletin • Technical Guidance Documents • OSAC Registry - annual listing of what was added and what was removed • Video recordings of OSAC meetings not created for the purpose of producing minutes or transcripts</p> <p>Final Disposition                      <b>Permanent</b></p> <p>Item Status                              <b>Active</b></p> <p>Is this item media neutral?              <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>Yes</b></p> <p>Do any of the records covered by this item exist as structured electronic data?                      <b>No</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      <b>Cut off at the end of the fiscal year in which records were created</b></p> <p>Transfer to the National Archives for Accessioning      <b>Transfer to NARA when 15 years old.</b></p> <p><b>Additional Information</b></p> <p>First year of records accumulation      <b>2015</b></p> <p>What will be the date span of the initial transfer of records to the National Archives?      <b>From 2015 To 2015</b></p> <p>How frequently will your agency transfer these records to the National Archives?      <b>Every 15 Years</b></p> <table border="1"> <tr> <td></td> <td>Estimated Current Volume</td> <td>Annual Accumulation</td> </tr> </table>			Estimated Current Volume	Annual Accumulation
	Estimated Current Volume	Annual Accumulation			

Electronic/Digital	15 GB	15 GB
Paper		
Microform		
Hardcopy or Analog Special Media		

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## OSAC Routine and Administrative Operational Records

Disposition Authority Number **DAA-0167-2020-0002-0002**

Records documenting routine and administrative functions of OSAC. • Organization terms of reference, standard operating procedures, guidelines • Registry approval process documents (Technical Merit, Open comment adjudication, and Appeals) • OSAC administrative and management records (unit meeting minutes or meeting summaries, unit meeting agendas, unit ballots) • Complaints against OSAC • Termination Notice Letters for OSAC members • Orientation and training videos

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

Cutoff Instruction **Cut off at the end of the fiscal year in which records were created**

Retention Period **Destroy when 6 years old.**

### Additional Information

GAO Approval **Not Required**

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## OSAC Membership and Application Records

Disposition Authority Number **DAA-0167-2020-0002-0003**

Records documenting the applications received and membership and affiliate appointments. • Completed applications • Database of applicants

Final Disposition **Temporary**

Item Status **Active**

4	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?	Yes
	Do any of the records covered by this item exist as structured electronic data?	No
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cutoff at the end of fiscal year in which records were created
	Retention Period	Destroy when 6 years old.
	<b>Additional Information</b>	
	GAO Approval	Not Required
	<b>Membership Rosters</b>	
	Disposition Authority Number	DAA-0167-2020-0002-0004
	<b>Membership Rosters • Master rosters • Unit membership • Sub-committee membership</b>	
	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?	Yes
	Do any of the records covered by this item exist as structured electronic data?	No
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cut off when superseded
	Retention Period	Destroy when 3 years old
	<b>Additional Information</b>	
	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
04/22/2020	Certify	Donna Miller	Records Management Officer	Director's Officer - Management and Organization Officer
06/19/2020	Return for Revision	Lauren VanZandt	Archivist Specialist	National Archives and Records Administration - ACR3, Appraisal Team 3
07/09/2020	Submit For Certification	Donna Miller	NIST Forms and Records Management Officer	Director's Officer - Management and Organization Officer
07/09/2020	Certify	Donna Miller	NIST Forms and Records Management Officer	Director's Officer - Management and Organization Officer
10/06/2020	Submit for Concurrence	Lauren VanZandt	Archivist Specialist	National Archives and Records Administration - ACR3, Appraisal Team 3
10/06/2020	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/15/2020	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
10/15/2020	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist