

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO. NC 1 40 77 1	
DATE RECEIVED 12 SEP 1977	
NOTIFICATION TO AGENCY <small>In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.</small>	
Date 12-1-77	<i>James B. Rode</i> Archivist of the United States

**TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
Department of Commerce

2. MAJOR SUBDIVISION
Title V Regional Action Planning Commissions

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Ivy V. Parr

5. TEL. EXT.
377-3630

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 34 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 9-8-77	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Ivy V. Parr</i>	E. TITLE Records Management Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p align="center">TITLE V REGIONAL ACTION PLANNING COMMISSIONS</p> <p>Establishment. In 1965 Congress acted to assist multistate regions which were economically deprived. Seeking a cooperative, common-interest effort which would find regional solutions to regional problems through a system of planning and development commissions, it enacted first the Appalachian Regional Development Act and then Title V of the Public Works and Economic Development Act. Both pieces of legislation called attention to the fact that certain regions had lagged behind the rest of the Nation in economic growth and needed special consideration. Title V of the Act, moreover, grew out of the realization that the Department's then current program to assist economically deprived sections of the country operated in areas too small to permit comprehensive planning and development.</p> <p>Under Title V, the Secretary of Commerce was given authority to designate multistate regions upon a finding that such regions are related economically, culturally, and geographically and</p>	<p>Commerce concurs in changes made herein.</p> <p>Ms. Ivy V. Parr, Dept of Commerce; RCT/NAR: 11-08-77.</p> <p>69 items</p>	

REGIONAL ACTION PLANNING COMMISSIONS

RECORDS CONTROL
SCHEDULE

U.S. DEPARTMENT OF COMMERCE

lag behind the rest of the Nation when judged by certain factors set forth in the Act. On designation of a region, the Secretary invites the States in the region to form a Federal/State Regional Commission, composed of a Federal Cochairman and the Governors of the States who then elect a State Cochairman from among their number.

Since 1966 seven such Regional Commissions, which include all or part of 31 states, have organized. The Coastal Plains, Four Corners, New England, Ozarks, and Upper Great Lakes were established in the years 1966-67; the Old West and Pacific Northwest in 1972.

Recently, a Southwest Border Commission was designated by the Secretary to cover segments of the states bordering on Mexico, but at the time of this writing it has not yet been activated. Several other regions have requested the Secretary to designate them as Commissions, but the requests are still pending at this time. This Schedule has been prepared, however, in such a manner as to cover the records of Commissions now in existence and any that will be designated in the future.

Initially the Commissions were authorized merely to undertake studies and research to evaluate the needs of their regions and develop comprehensive coordinated plans and programs for stimulating economic growth. At that time multistate, regional planning was relatively unsophisticated. However, the five original Commissions, working with State and local governments, soon developed long-range comprehensive plans in which they documented the unique problems of their regions, proposed strategies for dealing with those problems, and laid out program activities to achieve regional goals. Federal agencies most concerned with economic development reviewed the Commissions' plans so that ongoing Federal economic development programs might be more effectively coordinated with them. The Secretary approved the plans, and by 1970 all of the five original Commissions' plans had been forwarded to the President.

The two newer Commissions are currently undergoing the same process, and the older ones are now updating and revising their original plans to meet the ever-changing multistate demands and opportunities of their regions.

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In 1967 the Commissions were given authority to supplement existing Federal grant-in-aid programs when the State or local entities are not able to meet the matching contribution required by some Federal grant programs. For the Commissions, this was a first step in helping them to translate their planning process into action.

Additional program tools followed, first, an expansion of the supplemental grant authority which allowed the Commissions under certain circumstances to put up the basic fundings, and then the use of technical assistance, including authority to engage in demonstration projects and training programs. This gave them the flexibility needed to meet pressing development needs in their regions—particularly to respond to the multistate nature of such problems as energy development and conservation, transportation, and environmental pollution control.

In 1974 Congress amended Title V of the Act to authorize the Commissions to provide administrative expense grants to substate planning and development organizations in their regions and to authorize the Federal Cochairmen to acquire and dispose of excess Federal property through loan or transfer to a number of State and local beneficiaries in the region for economic development purposes, as recognized in their approved Regional Economic Development Plan. The excess property distribution program will be phased out as of October 1977, with the passage of legislation by the Congress rescinding the Commissions authority for the program.

In Fiscal Year 1975, Congress amended the Public Works and Economic Development Act by passing the Title X Job Opportunities Program. This title provides for emergency one-time financial assistance to stimulate, maintain, or expand job creating activities in areas, both urban and rural, which are suffering from unusually high levels of unemployment. A total of \$31.5 million was allocated to the seven Regional Commissions under this program, which is being phased out as of July 1977.

Concept and Mission. The basic philosophy underlying Regional Action Planning is that State and Federal resources can be joined together to assemble plans and programs to solve economic and social problems that manifest themselves on a regional basis. Title V of the Public Works and Eco-

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conomic Development Act permits the creation of Regional Action Planning Commissions of multistate areas to attack problems of this nature.

It is estimated that approximately 25 percent of the Nation's population, or about 58 million people, live within the boundaries of the current seven Commissions now activated under Title V. These persons had an average per capita income of slightly over \$4,600, compared with more than \$5,000 for the Nation as a whole. This represents an income gap of nearly \$21 billion and approximately 2 million lost jobs.

The magnitude of this economic and social problem extends far beyond the boundaries and capabilities of individual States to resolve. Yet groups of States working together in conjunction with the Federal Government can collectively plan and develop solutions to it. This is the function of the Regional Action Planning Commissions whose membership is made up of the Governors of the affected States and Federally appointed representative or cochairman. The Commissions are not part of the Department, but their federal cochairmen are subject to the Secretary's coordination. He also provides them with guidance and policy direction on matters related to their federal functions.

The Commissions develop long-range comprehensive plans which, after being approved by the Secretary of Commerce, serve as guidelines for program and project funding. Because development problems and opportunities vary from region to region, the priorities of the different Commissions also vary. In general, however, the Commissions' planning strategies include investments in the following program areas:

- o Human Resources Development;
- o Industrial Development;
- o Natural Resources Development;
- o Agriculture and Forestry;
- o Recreation and Tourism;
- o Transportation Development;
- o Regional Economic Analysis;

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- o Government Services; and
- o State Investment Planning.

Projects in these program categories are funded either through supplements to Federal grant-in-aid programs or through technical assistance.

Organization. A Title V Regional Action Planning Commission, typically, is composed of three separate organizational entities: the headquarters office of the Federal Cochairman, the field office of the Federal Cochairman, and the commission office and staff. Hence, there are three sections to this Schedule, one for each of these organizational segments.

By law, the Federal Cochairman, who is appointed by the President and approved by the Senate, is required to maintain a headquarters office in Washington, DC. These offices typically consist of one or two program assistants and administrative and secretarial employees.

The Cochairman's field office, typically located in a different city than the commission office within the geographic area of the region, normally consists of a special assistant who represents the Federal Cochairman in the region and secretarial staff.

The Commission, itself, meets periodically and consists of the Federal Cochairman and the Governors of the States concerned. They make the final decisions on the projects in which the Commission will invest funds and other policy matters. Each year, one of the Governors is designated as the State Cochairman. Each Governor has an official alternate, and these alternates, other selected state officials, and commission staff personnel meet more frequently with the Federal Cochairman to pass on matters of a more detailed nature prior to presenting them for final decision to the Commission. The Commission's staff, typically under an Executive Director, consists of various program coordinators or specialists, administrative personnel, and secretarial support. These Commission offices are located within the geographical area served by each Commission.

A Special Assistant to the Secretary of Commerce for Regional Economic Coordination heads a small staff within the Office of the Secretary of Commerce to provide the official channels

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through which the Secretary provides guidance and assistance to the Federal Cochairman of each Commission, including the allotment of funds and the development of the budget for each Commission. The records of this office, known as the Office of Regional Economic Coordination (OREC) have been included in the Schedule for the Office of the Secretary.

Binder. This Schedule has been presented in a format to cover the organization of the records as maintained in the present seven activated Title V Regional Action Planning Commissions. However, the activation of additional Regional Commissions in the future should have no effect on the validity of its provisions as long as files similar to those described in the schedule are accumulated in the new commissions and serve the same purpose.

The provisions of the General Records Schedules issued by the General Services Administration are hereby superseded, since this Commission Schedule includes the general and housekeeping records that are currently accumulating in the Commissions and that are also documented by records maintained in the Office of the Secretary.

This Records Control Schedule is thus the sole authority for the legal disposition of Title V Commission records.

Headquarters Offices of the Federal Cochairmen

1. General Program Subject File of the Federal Cochairman - This is the basic non-project headquarters program subject file of a Federal Cochairman pertaining to the regional economic development activities carried out by the Commission offices and Federal Cochairmen's Field Offices within the designated geographical areas of Commissions. Typically arranged alphabetically by subject, it reflects the activities of a Commission in providing grant funds or excess property grants to further regional industrial development, human resources development, natural resources development, agriculture and forestry, recreation and tourism, state investment planning, transportation development, government services, or regional economic analysis. Such grants involve either supplementary grants, technical assistance projects, special labor intensive Title X emergency public works projects, or Federal excess property distributions.

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Normally both permanent and temporary records are interfiled within the subject framework of this file, although certain subjects have become so active and voluminous as to constitute, in effect, separate files. While the subject files of the Commission offices and of the Federal Cochairmen's field offices will also provide documentation on the economic development program of Commissions, only in these Federal Cochairmen's headquarters office files are all matters involving the Federal Cochairmen's participation in both Federal and Commission activities maintained in one location.

Typical subject matter coverage could include:

Agriculture, Airports, Community Development, Earth Resources, Economic or Industrial Development, Education, Environment, Fisheries, Freight Rates, Forestry, Fuels, Grants, Highways, Housing, Income, Geographic Areas of the Region, Government Services, Investments, Land, Loans, Marine Resources, Minorities, Phase-out, Planning, Other Federal Agencies, Rivers, Recreation, Tourism, Water, Transportation, Sanitation, Work Force, and International Trade.

For the major segment of this file not consisting of permanent records, long-term value records, or administrative records (which are described separately), break the major segment and set-up a new file at least every 3 years. Bring forward active material as required to the new file. Retire to SHA 3 years thereafter. Transfer to WNRC 1 year later. Dispose of 10 years thereafter. (See Item 14 for the administrative subject file, Items 2-12 for permanent records, and Item 13 for the long-term value records possibly intermingled within this file.)

Permanent Records of the Federal Cochairmen's
Headquarters Offices (Items 2-12)

2. Monthly Activity Reports Files - The files consist of monthly reports made to the Federal Cochairmen from their commission or field offices and from the Federal Cochairmen to the coordinating Office of Regional Economic Coordination (OREC). These reports reflecting the progress and activities of Commissions were discontinued in 1976

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when the Department Administrative Order requiring them was rescinded. Such reports reflect the program operations of each Commission in some detail. The files are normally arranged by year.

Permanent. Retire to SHA when no longer needed for current business. Transfer to WNRC 1 year later. Offer for transfer to the National Archives of the United States 20 years thereafter.

3. Advisory Committee Files - Records pertaining to the establishment, composition, and meetings of various Federal agency and other advisory committees or Regional Committees or Conferences established in the regions to advise on program development and planning activities. These committee files cover such matters as developing plans and programs to improve education, transportation, tourism and recreation, energy, agriculture and forestry, human resources, and other economic development matters under the purview of Regional Action Planning Commissions. The files are typically arranged alphabetically by title of committee or organization.

Permanent. Retire to SHA when no longer needed for current business. Transfer to WNRC 1 year later. Offer for transfer to the National Archives of the United States 20 years thereafter.

4. Annual Reports of Commissions Files - A file consisting of the record copy and related papers of the annual report of the Federal and State Cochairmen of each Commission made to the Congress in accordance with Section 510 of Title V of the Public Works and Economic Development Act of 1965. Such reports provide a basic documentation of the activities of each Commission for the year covered, and some include summaries of actions taken from the establishment of the Commission. The files are typically arranged by year.

Permanent. Retire to SHA when no longer needed for current business. Transfer to WNRC 1 year later. Offer for transfer to the National Archives of the United States 20 years thereafter.

5. Boundaries Files - Papers pertaining to the original establishment of the boundaries of a Regional Commission and any authorized additions or deletions thereto as

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justified in accordance with the criteria of Title V of the Public Works and Economic Development Act of 1965. Typically, many of the Commissions began working on only economically depressed regions of the States, but later expanded to include the entire State, with the exception of certain large cities or urban areas. Within subject, arranged by date order.

Permanent. Retire to SHA when no longer needed for current business. Transfer to WNRC 1 year later. Offer for transfer to the National Archives of the United States 20 years thereafter.

6. Commission Regional Development Plan Files - The files consist of copies of the basic comprehensive Regional Development plan of each region and any updates or revisions thereto together with related papers and study reports involved in preparation and development of these plans. Such plans are approved by the Secretary of Commerce and sent to the President. During development, consultants could prepare economic studies on the region to provide an economic blueprint of the areas concerned. These plans, thus, provide a basis against which to evaluate the economic impact of proposals for funding technical assistance projects, supplemental grants, or Title X emergency job projects, or for making excess property distributions. Arranged by date of original plan and of revisions.

Permanent. Retire to SHA when no longer needed for current business. Transfer to WNRC 1 year later. Offer for transfer to the National Archives of the United States 20 years thereafter.

7. Indian Files - Indian tribes within any of the Regional Commissions are typically given special treatment as the Federal Cochairman or the Commission deals directly with the legally constituted tribal governing body in making arrangements for supplemental grants, Title X grants, technical assistance projects or excess property distributions. The files consist of correspondence with the governing bodies of the particular tribes concerned, general policy and procedural material concerning relations with the tribes, and materials on the economic conditions and status of the various tribes, and possibilities for making improvements through Commission actions. Typically, arranged alphabetically by name of tribe as volume warrants.

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Permanent. Retire to SHA when no longer needed for current business. Transfer to WNRC 1 year later. Offer for transfer to the National Archives of the United States 20 years thereafter.

8. Speech and Statement File of the Federal Cochairmen - The files consist of speeches and formal statements made by the Federal Cochairmen in promoting or explaining the program of Commissions, discussing the results of projects or grants, justifying expenditures of funds, and the like. It provides valuable documentation on the Title V Commission programs and their affect on improving the economic conditions of the regions in which they operated. Typically arranged by title of speech or article, or by date.

Permanent. Retire to SHA when no longer needed for current business. Transfer to WNRC 1 year later. Offer for transfer to the National Archives of the United States 20 years thereafter.

9. Regional Commissions Organization, Meetings, Policy, and Procedures Files - The files consist of subjectively arranged materials accumulated by the Federal Cochairmen providing basic documentation and can include the charters of the Regional Commissions; the resolutions and bylaws; materials on the preliminary studies, meetings, and proposals leading to the establishment of the Commissions; copies of the agendas, minutes, and related papers on the periodic meetings of the Commission consisting of the State Governors, the Federal Cochairman, and the Commission Executive Director at which basic policy is established; copies of the agendas, minutes, and related papers of the periodic meetings of the Governors' alternates, the Federal Cochairman, the Commission Executive Director, selected Commission staff members, and selected State planning officials, at which operating decisions on projects, grants, and other Commission business are made; materials documenting the functioning and activities of the Commission staff office under the Executive Director; reports on various program matters received by the Federal Cochairmen from the Executive Director or program staff members; materials on Commission program planning and objectives; and materials on Commission office reorganizations and relocations. In some Commissions, records of Commission staff meetings are included, at which preliminary decisions on program matters are made prior to presentation to the alternates.

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Permanent. Retire to SHA when no longer needed for current business. Transfer to WNRC 1 year later. Offer for transfer to the National Archives of the United States 20 years thereafter.

10. Federal Cochairmen's Regional Energy Files - Since the emergence of the national energy crisis, various Regional Commissions have emphasized the making of grants to projects or undertakings aimed at promoting the development of energy-related facilities, the production or mining of fossil fuels or uranium ore, the training of miners or oil field workers, determining energy requirements of the region including industrial development needs, and the like. These files of subjectively arranged papers reflect the Cochairmen's policy and procedure non-project materials on energy, including relations with other Federal agencies, with state energy organizations, or regional non-Federal energy-related organizations. For example, two of the Commissions, the Old West and the Four Corners, have jointly financed the formation of the Western Governor's Regional Energy Conference, which examines major energy policy questions for the 10 States covered and attempts to arrive at regional solutions.

Permanent. Retire to SHA when no longer needed for current business. Transfer to WNRC 1 year later. Offer for transfer to the National Archives of the United States 20 years thereafter.

11. Federal Cochairmen's Program File on Policies and Procedures Involving Technical Assistance Projects, Supplemental Grants, Title X Emergency Job Projects, and Federal Excess Property Distribution Programs - The file, of subjectively arranged papers, consists of documentary materials of the Cochairmen reflecting the policies and procedures for carrying out the principal programs of Commissions involving the Supplementary Grant, Technical Assistance, and Title X Emergency Job Programs in the Commission offices, and the excess property distribution program at the Federal Cochairmen's field offices. The records consist of various internal instructional procedures manuals, statements of office operating systems, manuals for recipients of excess property, rules for evaluating supplemental grants or technical assistance, proposals, manuals on construction projects, general correspondence with the office regarding such operating policies and procedures, memorandums of understanding

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involved, project selection criteria, and the like. Basically, these general materials serve as documentation as to methods and techniques employed in carrying out these four basic programs of Regional Commissions.

Permanent. Retire to SHA when no longer needed for current business. Transfer to WNRC 1 year later. Offer for transfer to the National Archives of the United States 20 years thereafter.

12. Technical Assistance Projects Final Reports and Other Publications Files - Typically in the Federal Cochairmen's offices, separate collections are maintained of the final reports of contractors documenting the results of Technical Assistance projects, including demonstration or training projects carried out under the supervision of Commission offices. The reports on these projects cover the gamut of economic development subject matter areas under the purview of the Commissions and typically are arranged under such broad topics as Agriculture, Education, Energy, Health, Industrial Development, Legislation, Manpower, Minerals and Fuels, State Investment Planning, Recreation and Tourism, Transportation, Water and Pollution, and the like. In addition, typically the record copies of other miscellaneous publications generated by the Commission are included in this file.

Permanent. Retire to SHA when no longer needed for current business. Transfer to WNRC 1 year later. Offer for transfer to the National Archives of the United States 20 years thereafter.

13. Long-term Value Program Subject Files of the Headquarters Offices of the Federal Cochairmen -

a. Files on the Public Works and Economic Development Act of 1965. - The headquarters offices of Federal Cochairmen typically maintain files on the basic legislation establishing the Regional Action Planning Commissions, i.e., the Public Works and Economic Development Act of 1965. Such collections can include copies of the Act and the many amendments thereto, transcripts of hearings involving the Act, Office of Regional Economic Coordination (OREC) interpretations and opinions regarding the Act, Office of Management and Budget interpretations, statements on the Act by the Secretary of Commerce or various Federal Cochairmen, and related source and legislative background materials on the Act.

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The Office of Regional Economic Coordination (OREC) maintains a similar type of file for the Office of the Secretary, which is scheduled for permanent retention.

b. General Files on Title V Commissions - Typically, the Federal Cochairmen communicate with one another and maintain files on the operations, policies, and procedures of Regional Commissions in general, the concepts of regionalism, and the regional approach to economic development; correspondence on relations with other Cochairmen, and on principles involved in the Federal-State relationship and state participation in Regional Commissions, and the like. Basic documentation on such matters is maintained centrally for the Secretary of Commerce on a permanent basis by the Office of Regional Economic Coordination.

Items 13a-b. Retire to SHA when no longer needed for current business. Transfer to WNRC 1 year thereafter. Dispose of ^{when} 2~~0~~ years thereafter *o/c*.

14. Administrative Subject Files of the Federal Cochairmen's Headquarters Offices - The Cochairmen maintain office copies of documentation on internal operations and administrative matters of the headquarters offices and the expenditures of Federal funds allotted to the Federal Cochairmen. These files concern accounting, time and attendance, travel, personnel, requisitions for services, property, office space, work orders, records management, budget, and other administrative matters. The basic documentation on administrative matters involving the Federal Cochairmen is maintained in the various staff offices of the Office of the Secretary under the Assistant Secretary for Administration.

Cut-off files at least every 3 years. Dispose of when 3 years old with the following exceptions.

Exceptions to the 3-year retention for administrative records:

a. Budget Files - The files consist of the Federal Cochairmen's copies of materials on annual budget submissions to the Secretary through the Office of Regional Economic Coordination, and of materials received from the Office of the Secretary on budget execution, together with materials dealing with establishing state administrative expense contributions and technical and administra-

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tive support payments of states. The permanent documentation on budget is maintained in the Office of Budget and Program Analysis of the Office of the Secretary, while the Office of Regional Economic Coordination also maintains budget documentation.

The file is usually arranged chronologically by budget year and alphabetically by subject, thereunder.

Cut-off annually. Retire to SHA after 3 years.
Transfer to WNRC 1 year later. Dispose when
10 years old.

b. Applications for Positions on the Federal Cochairmen's Staff - Return unsuccessful applications to sender. For successful applicants, include application in official personnel folder maintained by the Office of the Secretary.

c. Name Files on Federal Employees on the Staff of the Federal Cochairmen - Extra copy files on Federal employees.

Dispose of 6 months after separation.

d. Records Transfer and Maintenance Files - The file consists of copies of file plans and documents involving transfers of records.

Dispose when file plans are obsoleted or transferred records are destroyed.

e. Headquarters Building Space Leasing Files in Federal Cochairmen's Headquarters Dealing Directly with the General Services Administration (GSA) - In those Federal Cochairmen's headquarters offices dealing directly with GSA on their space, the file consists of reports on the space occupied, materials relating to leasing the space, and the like.

Dispose of when 10 years old.

15. Supplemental Grant Program (Public Facility Grants) Case Files - Supplemental grants are made to state, city, or county governments, or to other authorized entities to provide needed funding for various construction work that will further the economic development of the region. Typically, other Federal agencies such as the Farmers Home Administration, the Economic Development Administration,

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the Housing and Urban Development Department, and the like are considered the basic agency for project administration, but do not have available sufficient funds for the project, which, under present law, must have at least 20% local or state financing. The Commission usually provides supplemental grants to complete the total Federal financing package required, although some "first dollar" projects have been approved. Usually, these brick and mortar projects are carried out by contractors and involve improvements to water and sewage facilities; transportation facilities development; construction of irrigation systems; building of health care facilities, tourism or recreation facilities, public libraries, vocational and technical schools; facilities for industrial parks or other types of employment development; natural resources development; industrial development; human resources development; or community development facilities.

Typical case papers could include the following, although in some commissions the files can be more complete than in others:

- (1) Audit reports
- (2) Final construction management report - an evaluation report on the project by Commission, state, or Federal personnel.
- (3) Progress reports - monthly or quarterly
- (4) Grant letters - contractual letters between the Federal Cochairman and basic Federal agency, to applicant, and from Commission offices to the basic Federal agency regional offices.
- (5) Processing documents such as applications, state screening documents, basic Federal agency concurrences, and certifications as to meeting statutory requirements.

Grant files are normally arranged by fiscal year of approval and by state, thereunder, although in some Commissions they are filed numerically by assigned number within the fiscal year of approval. Supplemental grant moneys are considered to be Federal funds and as such, the case files on these project files maintained by the Federal Cochairmen are considered the record copies for the Commission, although the basic Federal agency grantee also maintains files on the project, and the Commission offices or the Federal Cochairmen's field offices could maintain duplicate records. Cases are considered closed after receipt of a final audit.

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Retire closed cases to SHA within 3 years after closure. Hold in SHA 1 year and transfer to WNRC. Dispose when 10 years old.

16. Technical Assistance (Demonstration or Training) Program Case Files - Under Title V, Regional Commissions are allotted funds for technical assistance for planning, investigations, studies, demonstration projects, and training programs. Such funds are provided to the Commission and are maintained in non-Federal trust accounts by the Treasury. Technical Assistance projects consist of making investigations and studies which will evaluate the need of a Region for economic development. Demonstration projects provide a community with the chance to develop innovative products or processes that may in the future serve as models for other communities to use in fostering economic development. Training programs are sponsored by the Commission in areas where economic and job opportunities can be enhanced through development of educational programs.

These projects can be of a regional nature or be carried out within one of the States of a Commission. Projects are funded on a fiscal year basis, and can include state, local, or other funding as well. Typically, a contractor carries out the work on approved projects. Included within the program are Commission grants made to State Governors for technical and administrative support and for regional planning coordination carried out by State governments. A case file on such projects can consist of such records as:

- (1) Monthly, quarterly, or other progress reports made to the Commission
- (2) Correspondence regarding the project
- (3) Financial documents such as the application of an organization for a grant; obligation memos from the Commission to the Department's Central Accounting Division for payments; required approvals of the applicant, the Executive Director, and the Federal Cochairman; and Central Accounting Division documentation on payments made.
- (4) Various contractual documentation involving the contractor for the project, and the
- (5) Final report(s) on the project

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In some Commissions the most complete documentation on these projects is maintained in the Commission files, but the Federal Cochairman may also maintain duplicate case files on the projects, and frequently maintain separate collections of final reports documenting the results of the projects. In some Commission, however, the record copy of these cases is maintained in the headquarters office of the Federal Cochairman.

Project files are normally arranged by fiscal year and by state, thereunder, or by assigned numerical symbol.

16a. Commissions with record copy in the commission offices - Retire to SHA 1 year after project is closed for transfer to WNRC. Dispose 4 years after closure.

16b. Commissions with record copy in the headquarters offices of the Federal Cochairman - Retire closed cases to SHA within 3 years after closure. Transfer to WNRC 1 year thereafter. Dispose when 10 years old.

17. Title X Project Files - Under Title X of the Public Works and Economic Development Act of 1965, put into effect in 1975, an allotment of moneys was made available to the Regional Commissions to promote public works jobs to stimulate the economy of their particular regions by reducing unemployment. As was the case with technical assistance funds, typically, the most complete documentation on these one-time job opportunities program projects under Title X was maintained at the Commission offices. Files on individual projects consisting of reports, applications, and correspondence, and the like were accumulated at the headquarters offices of the Federal Cochairman. Such project files are expected to be closed with the completion of this program as of July 1, 1977.

17a. Commissions with record copy of cases maintained in the Commission or Federal Cochairman's Field Office - Retire to SHA 1 year after completion of this program for transfer to WNRC. Dispose of 4 years after completion of program.

17b. Commissions with record copy of cases maintained in the Headquarters office of the Federal Cochairman - Retire closed cases to SHA within 3 years after closure. Transfer to WNRC 1 year thereafter. Dispose when 10 years old.

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18. Proposed Projects Files - Materials typically arranged by Regional (multi-state) and by individual states of a Regional Commission consisting of proposals, correspondence, and related materials for the various types of economic development projects carried out by Commissions. If a proposal was approved, the materials here should be brought forward to the approved project file.

Denied, withdrawn, or not acted upon proposals -
Dispose of when 3 years old.

19. Chronological Files of the Federal Cochairmen - These files consist of extra copies of correspondence and documents prepared in the Office of the Federal Cochairman and maintained in date order.

Dispose when 3 years old.

Field Offices of the Federal Cochairmen

20. General Program Subject File of the Federal Cochairmen's Field Offices - This non-project file of a field office reflects the various program assignments of the Special Assistant to the Federal Cochairman in charge of a field office. Each Federal Cochairman can determine the particular assignments he desires for his field office, although many of them have been responsible for carrying out the excess property program.

Typically arranged by subject, the file could cover any of the functional areas of a Commission assigned to the Special Assistant such as regional industrial development, human resources development, agriculture and forestry, recreation and tourism, state investment planning, transportation development, government services, or regional economical analysis. Typically, the staff of a field office is involved in the Federal excess property distribution program or the supplemental grant program, although they could assist in monitoring technical assistance projects or the Title X job opportunities program. These files also can reflect relations with other Federal agencies, recipients, and the General Services Administration, and various other matters involving procedures and policies, and reports on the excess property distribution program.

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Basic documentation on any of these programs or functional areas of a Commission's program is usually maintained in the headquarters office files of the Federal Cochairmen, although in some Commissions, for certain programs such as Title X, the more complete documentation may be in these field offices of the Federal Cochairmen.

20a. Field offices where complete documentation is maintained in headquarters offices of the Federal Cochairman - Break files at least every 3 years. Bring forward active materials to new files as required. Dispose of when 6 years old.

20b. Field offices where more complete documentation on particular parts of the program is maintained in the field office - Break files at least every 3 years. For those segments of the program for which the field office has the more complete documentation, such as the excess property policy and procedure files, the Indian relations files, or the Title X policies and procedures files, transfer these files within at least 3 years after the file break to the Headquarters offices of the Federal Cochairmen to be included with the appropriate headquarters files. For the remainder of the field office files, dispose of when 6 years old.

21. Administrative Subject Files - The field offices maintain office copies of materials on internal operations and administrative matters pertaining to the field offices. These files can concern accounting, budget, time and attendance, payroll, travel and itineraries, personnel matters, property, office space, requisitions for services, procurement of equipment and supplies, information and public relations activities, and the like. The basic documentation on administrative matters involving field offices is maintained in the various staff offices of the Office of the Secretary under the Assistant Secretary for Administration. In addition, the headquarters offices of the Federal Cochairmen also substantially document the administrative activities of these field offices.

Cut-off files every 3 years. Bring forward active materials to the new files as needed. Dispose when 3 years old.

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22. Excess Property Distribution Case Files^{1/} - Certain field offices have been given the responsibility for carrying out the excess property distribution program of a Commission. This Federal program, involving locating available Federal excess property, determining the most appropriate recipients, and distributing the property to the qualified recipients has been in most Commissions since 1974, and is scheduled to be finally liquidated after October 1977. Such excess property has been typically transferred to recipients, although sometimes only loans have been made to the recipients to insure proper use of the property. Normally, the files on individual distributions of excess property can consist of SF-122, "Transfer Order" and related correspondence pertaining to locating the items, requests for excess property, records on relations of the office with the proposed recipients, and on transportation of the property to the recipient.

22a. Field offices in which complete case file documentation is to be maintained at the field office - Dispose of cases on distribution of excess property 10 years after close of program.

22b. Field offices in which complete documentation is to be maintained in the Federal Cochairmen's headquarters offices - Transfer cases on distribution of excess property to headquarters offices of the Federal Cochairmen after close of program. Dispose 10 years after close of program.

23. Control Records on Excess Property Distribution^{1/} - Ledgers or other formats of records maintained in field offices to control and account for the actions taken in distributing excess federal property to qualified recipients, or to serve as a source for required periodic reports on the program. In addition to various binders and summary sheets, these records can include SF-97, "Certificate of Release on Motor Vehicle" forms.

Footnote 1/ - Items 22 and 23 will also apply to headquarters office records in those Commissions where responsibility for the excess property program was retained in the headquarters offices of the Federal Cochairman rather than in his field office.

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23a. Field offices in which complete case file documentation is to be maintained in the field offices - Dispose of control records on the excess property program 10 years after close of program.

23b. Field offices in which complete documentation is to be maintained in the Federal Cochairmen's headquarters offices - Transfer control records on the excess property program to headquarters offices of the Federal Cochairman after close of program. Dispose 10 years after close of program.

24. Project Records Maintained by Field Offices - As assigned, various field offices monitor the progress of contractors who are constructing or preparing the end-products specified in certain supplemental grant projects, and possibly, in certain types of technical assistance projects, or Title X job opportunities projects.

Such project records in field offices would typically consist of duplicates of the basic case files on supplemental grants, technical assistance projects, or Title X projects maintained either in the Federal Cochairmen's Headquarters offices or the Regional Commission offices. The field office materials should not be necessary to document the projects in such cases as the staff would report findings and recommendations involving a project to the Federal Cochairmen or other authorized staff members. In some Commissions, however, the basic case file on a project could be maintained in these field offices.

24a. Field offices where basic case files on any of these types of projects are not maintained in the field office - Dispose of 3 years after close of projects involved.

24b. Field offices where basic documentation on case files on any of these types of projects may be maintained in the field office - Transfer cases on such projects to the headquarters office of the Federal Cochairmen within 3 years after closure for inclusion in the headquarters office files as appropriate. Dispose of other project case files not necessary for project documentation 3 years after closure.

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25. Economic Background Data Files - These files consist of various economic data accumulated by the field offices, such as tabulations, statistics, publications, and other data from various sources descriptive of the economic conditions and status of a Region or various areas within a Region.

Dispose of when superseded or no longer needed for current operations.

26. Chronological Files of Field Offices - These files consist of extra copies of correspondence and other documents prepared in field offices and maintained in date order.

Dispose of when 3 years old.

Offices of the Regional Action
Planning Commissions

27. Program Subject Files - The principal non-project files within the Offices of the Regional Action Planning Commissions pertaining to the economic development programs of a Commission are the program subject files. These files, maintained primarily by the Executive Director as well as by certain staff officials, reflect the policies, procedures, and activities of a Commission in providing various types of authorized grant funds to designated recipients within the region to further economic development in accordance with the appropriate provisions of the Public Works and Economic Development Act of 1965 as amended. Typically arranged alphabetically by subject, the files concern Commission investments to further regional industrial development, natural resources development, agriculture and forestry, recreation and tourism, transportation development, government services, human resources development, state investment planning, and regional economic planning. The grants authorized by Commissions within the limits of available funding are in the form of supplements to other Federal agency grant-in-aid programs, grants for technical assistance studies and investigations, demonstration grants for pilot testing innovative products or processes, training grants to further the skills of the labor force, and grants under the Title X job opportunities program.

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Normally, both long-term value and temporary records have been interfiled within the overall subject framework of these files, although certain subjects can become so active and voluminous as to constitute, in effect, separate files.

Typical program coverage on regional economic development can be reflected by such subjects as:

- Funds-Grants
- Other Regional Organizations
- Local Governments
- Audits
- Geographical Areas or Districts of the Commission
- Legislation-Acts-Hearings
- Education and Vocational Educational Facilities
- Liaison with the Congressional Delegation
- Relations with State Officials
- Federal and State Legislation
- Federal, State, and Local Agency Correspondence
- Fisheries
- Consultants
- Agriculture - Forestry
- Energy-Fuels
- Environmental Protection-Affairs
- Labor-Employment-Unemployment
- Marine Resources
- Population-Income
- Minorities
- Housing-Health
- International Trade
- Water Pollution
- Industrial Development
- Air, Highway, Rail , or Water Transportation
- Irrigation
- Natural Resources
- Tourism-Recreation
- Community Developmental Facilities
- Public Health-Water Facilities
- Airports-Construction
- Sanitation

For the major segments of these files not consisting of long-term value records or administrative records (which are described in separate items on this schedule), break the file at least every 3 years. Bring forward active material to the new file as required.

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Retire 3 years thereafter to the appropriate Federal Archives and Records Center or other authorized storage facilities. Dispose of 7 years thereafter.

(See Item 39 for the administrative subject file listing and Items 28-37 for the listings of long-term value records possibly intermingled within this file.)

Long-term Value Program Subject Files:

The following types of general non-project program records, regardless of whether they are maintained separately or interfiled with those described in Item 27, are of long-term value within the offices of the Regional Commissions and are not appropriate for the standard 3-year file break applied to the principal subject files.

The subject matter of the records, however, to a large extent, is documented by the records maintained in the Headquarters offices of the Federal Cochairmen. These records of the Commissions, therefore, should cease to be of value after the lapse of the time periods specified.

28. Periodic Program Summary Activity Reports Files - These files reflect the monthly or other periodic program activity reports made by the Commission staff to the Federal Cochairmen.

Retire to appropriate Federal Archives and Records Center or other authorized storage facilities when no longer needed for current business. Dispose of ^{when} ~~20~~ years thereafter ~~o/d~~.

29. Advisory Committee Files - These records pertain to the establishment, composition, meetings, and recommendations of various groups of Federal agencies within a region or other regional advisory committees or conferences. These committee files concern the input of such advisory groups in the development of Commission programs in planning to improve such matters as education, natural resources, transportation, tourism and recreation, energy, human resources, agriculture and forestry, and other economic development matters under the purview of these Title V Regional Commissions.

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Retire to appropriate Federal Archives and Records Center or other authorized storage facilities when no longer needed for current business. Dispose of ^{when} 20 years ~~thereafter~~ *o/d.*

30. Boundaries Files - The files consist of papers reflecting on the establishment of the boundaries of a Regional Commission and any authorized additions thereto. Many Commissions at their establishment covered only selected areas of each state considered to be economically disadvantaged. As Commissions operated, various additional areas of the States were felt to fall under the criteria of Title V of the Public Works and Economic Development Act of 1965. In many Commissions now, entire States have been covered, except for certain large cities and urban areas.

Retire to appropriate Federal Archives and Records Center or other authorized storage facilities when no longer needed for current business. Dispose of ^{when} 20 years ~~thereafter~~ *o/d.*

31. Commission Regional Development Plans Files - These papers reflect the actions of Commissions in developing, as required by law, a basic comprehensive regional development plan, and any updates or revisions thereto, together with related papers and study reports involved in the preparation and development of these plans. The plans provide a basis or blueprint against which to evaluate the economic impact of proposals made to the Commissions for funding technical assistance projects, supplemental grants, or Title X emergency job projects. Included in the files, in addition to the plans and study reports of consultants, are hearings and other reflections of public input designed to guide the Commissions in establishing these basic regional economic development plans concerning the economic potential of a Region.

Retire to appropriate Federal Archives and Records Center or other authorized storage facilities when no longer needed for current business. Dispose of ^{when} 20 years ~~thereafter~~ *o/d.*

32. Indian Files - These files reflect the relationships of the Commissions with the governing bodies of the various Indian tribes within a region, as well as materials regarding the economic and demographic status of such tribes.

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The Commissions can deal directly with the Indian's governing body, treating the tribes as governing entities, in arranging for supplemental grants, technical assistance, or other economic assistance. With this special arrangement, the files consist of correspondence with the governing bodies, general policy and procedural materials concerning relations with tribes, and materials on economic conditions of the tribes.

Retire to appropriate Federal Archives and Records Center or other authorized storage facilities when no longer needed for current business. Dispose of *when* 25 years thereafter *old*.

33. General Policy and Procedure Files on Making Supplemental Grants, Technical Assistance Grants, and Title X Job Opportunities Grants - The files consist of documentary materials of the Commissions reflecting the policies and procedures of the Commissions in carrying out the principal programs such as supplemental grants, technical assistance grants, and Title X grants. The records consist of memorandums and correspondence with the Federal Cochairmen, project selection criteria, memorandums of understanding, internal instructional procedure manuals, statements of office operating systems, rules for evaluating or monitoring supplemental grants or technical assistance projects, procedures for establishing reporting requirements on contractors and relationships with the contractor, manuals on construction projects, and the like. Basically, these general materials serve as documentation as to the techniques and methods of Commissions in carrying out the various projects or cases undertaken in these programs.

Retire to appropriate Federal Archives and Records Center or other authorized storage facilities when no longer needed for current business. Dispose of *when* 25 years thereafter *old*.

34. Regional Commissions Organization, Meetings, Policy, and Procedures Files - The file consists of the basic materials reflecting the organization, establishment, meetings, and the like, of the Commissions consisting of such records as the resolutions and by-laws; the charters of the Commissions; materials on preliminary studies, meetings, and proposals leading to the establishment of Commissions; copies of the agendas, minutes, and related papers involving the

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periodic meetings of the Commissions and the periodic meetings of the Governor's alternates; materials reflecting the internal operations and functioning of the Commissions offices under the Executive Director; copies of reports on various program matters forwarded from the Commissions offices to the Federal Cochairmen; materials on Commission program planning and objectives; and materials on Commission office reorganizations, assignments of responsibilities, and relocations.

Retire to appropriate Federal Archives and Records Center or other authorized storage facilities when no longer needed for current business. Dispose of *when* 20 years thereafter *o/c*.

35. Speech, Statement and Release Files - The files consist of copies of speeches or statements of the Commission staff, or the governors or their alternates, or of the Federal Cochairmen regarding the activities and programs of the Commissions together with copies of published releases of the Commissions regarding accomplishments in improving economic conditions within a Region.

Retire to appropriate Federal Archives and Records Center or other authorized storage facilities when no longer needed for current business. Dispose of *when* 20 years thereafter *o/c*.

36. Legislative Files - The files consist of materials maintained by Commissions on the Public Works and Economic Development Act of 1965 and its various amendments and revisions and interpretations, and other legislation affecting Commissions. Such collections can include copies of the Acts and the many amendments thereto, transcripts of hearings involving the Acts, various interpretations of officials concerning the authorities of the Acts, materials on pertinent state legislation or local ordinances, and related source and legislative background materials on Title V Regional Commission programs.

Retire to appropriate Federal Archives and Records Center or other authorized storage facilities when no longer needed for current business. Dispose of *when* 20 years thereafter *o/c*.

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37. Technical Assistance Projects Final Report Files - Typically, separate collections of final reports on the results of technical assistance projects are maintained by Regional Commissions. Such separate collections of reports, usually prepared by contractors under the monitorship of Commission offices, document the results of the many technical assistance, demonstration, and training project cases funded by Commissions within their regions.

Retire to appropriate Federal Archives and Records Center or other authorized storage facilities when no longer needed for current business. Dispose of ^{when} ~~26~~ years thereafter *o/d.*

38. Economic Background Data Files - The files consist of various economic data accumulated by Commissions such as tabulations, statistics, publications, and other data from various sources descriptive of the economic conditions and status of the Regions, or states or districts within states.

Dispose of when superseded or no longer needed for current operations.

39. Administrative Subject Files - Files reflecting the housekeeping or administrative matters of a non-program nature pertaining to the internal operations of the Commission offices. Basic documentation on accounting for the expenditure of Commission funds, regardless of source, is maintained by the Central Accounting Division of the Department, and similarly documentation on all employees covered by the Federal retirement system is maintained by the Office of Personnel of the Office of the Secretary. Commissions funds are maintained at the Treasury in a special non-Federal trust fund.

Typical subjects covered by the file includes:

- Accounting-Audits
- Budget-Financial Plans/Reports
- Bills of Lading
- Communications
- Consultants-Contracts
- Cost Statements
- Employment-Security
- Equipment-Supplies
- Insurance-Employee Health
- Credit Unions

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Administrative Expenses
Obligation Documents
Mailing Lists-Postage
Printing-Reproduction
Routine Requests for Information or Publications
Publicity-Information Services
Records-Files
Time and Attendance
Space-Buildings
Travel-Itineraries
Vehicles
Telephones
Transportation
Tax Exemption Certificates
Payrolls-Payroll Records

Break administrative files at least every 3 years.
Dispose of when 3 years old with the following exceptions:

- a. Name records on Commission personnel covered by the Federal retirement system.

Dispose of 6 months after separation.

- b. Name records on Commission personnel not covered by the Federal retirement system.

To protect possible retirement rights of former Federal employees, the files should be offered to the National Personnel Records Center, St. Louis, Missouri, upon separation of employees.

- c. Applications for employment.

Return unsuccessful applications to prospective applicant. Include successful applications in appropriate personnel files.

- d. Building-Space Leasing Files in Commission offices.

(1) In those Commission offices dealing directly with the General Services Administration (GSA) on space, the file consists

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of reports on space occupied, materials relating to leasing of the space, and the like.

Dispose of when 10 years old.

(2) In those Commission offices dealing with the Office of Administrative Services and Procurement on building space matters.

Apply the retention period of Item 39.

(3) In those offices not in Federally-leased space.

Dispose of when 10 years old.

e. Property Management Files - Disposal of records on non-Federal property is not authorized by this Schedule, since this property could have been furnished by various state governments.

f. Delegations of Authority Files. Dispose of when superseded or terminated.

g. Files on Commission organization, reorganization, establishment, meetings, policies, and internal office procedures. See Item 34 for dispose authorization.

h. Commission Budget Files - The files consist of materials on estimating budget requirements and on execution of the budget throughout the fiscal year.

Break file annually. Dispose when 10 years old.

i. Records Transfer and Maintenance Files - The files consist of files plans and copies of documents involving transfers of records.

Dispose when files plans are obsoleted or transferred records are destroyed.

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40. Chronological Files - The files consist of extra copies of correspondence and documents prepared in Commission offices and maintained in date order.

Dispose of when 3 years old.

41. Supplemental Grant Program (Public Facility Grants) Case Files - Supplemental grants-in-aid are made to state, city, or county governments or other authorized entities, to provide needed Federal funding for various construction work that will further the economic development of a region. Typically these grants supplement other Federal agency grants-in-aid to recipients, when the other Federal agency, such as Farmers Home Administration or Economic Development Administration, does not have enough funds available to complete the Federal financing portion for a project. While the Commissions normally supplement the basic Federal agency grants-in-aid, there have been some projects approved with Commission "first dollar" funds.

Usually, these "brick and mortar" projects are carried out by contractors and involve such areas as improvements to water and sewage facilities; transportation facilities development; construction of irrigation systems; building of health care facilities, tourism or recreation facilities, public libraries, vocational and technical schools or industrial parks; or other types of facilities for employment development, natural resources development, human resources development, or community development.

Typical case papers could include such papers as the following, although in some commissions the files would be more complete than others:

(1) Audit reports

(2) Final construction management report by Commission, state, or Federal personnel monitoring the project

(3) Progress reports - monthly and quarterly

(4) Grant letters - contractual letters between the Federal Cochairman and the basic Federal agency, between the Cochairman and the applicant, and letters from Commission offices to the basic Federal agency regional offices, and the like

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(5) Processing documents such as applications, various endorsements from interested parties promoting the project, state screening documents, basic Federal agency concurrences, and certifications as to meeting statutory requirements

Supplemental grant funds are considered to be Federal funds, and as such, the case files on the projects maintained by the Federal Cochairmen are considered to be the record copies, although the basic Federal agency may also maintain case files on the project. Typically these Commission case files can be considered as duplicates.

Cases are typically arranged by year of approval and by geographical area thereunder, although some may be filed by assigned number/symbol. Cases are considered closed upon receipt of a final audit.

Retire closed cases to the appropriate Federal Archives and Records Center or other authorized storage facility 1 year after closure. Dispose of 3 years thereafter.

42. Technical Assistance (Demonstration or Training) Program Case Files - Under Title V, Regional Commissions are allotted funds from technical assistance for planning, investigations, studies, demonstration projects, and training programs. Such funds are provided to Commissions and are maintained in non-Federal trust accounts within the Treasury.

These projects can be of a regional nature, or can be carried out within one of the states of a Commission. Projects are funded on a fiscal year basis, and can include state, local, or other funding as well. Typically, a contractor carries out the work on approved projects, with such approvals having been obtained from the state government or local organizations concerned, the Governor's alternates, and the Commissions, including the Federal Cochairmen. Endorsements of local groups may be obtained.

Included within the program are Commission grants made to State Governors for technical and administrative support and for regional planning coordination carried out by state governments.

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A case file on such projects can include:

- (1) Monthly, quarterly, or other progress reports made to the Commission or others.
- (2) Correspondence regarding the project, including endorsements from local organizations or persons.
- (3) Financial documents such as the grant application; obligation memos from the Commission to the Department's Central Accounting Division for payments; required approvals of such parties as the applicant, the Executive Director, and the Federal Cochairmen; and Central Accounting documentation on payments made.
- (4) Various contractual documents involving the contractor-Commission relationship.
- (5) Copies of final reports.

Typically, the most complete documentation on these projects is maintained in the Commission's files, although Federal Cochairmen also can maintain duplicate case files on the projects, and usually maintain separate collections on final reports on the results of the projects. In some Commissions, however, the record copy of these cases is maintained in the Federal Cochairman's Headquarters office.

These project files are normally arranged by fiscal year and by state or number thereunder.

42a. Commissions maintaining the record copy of cases - Transfer closed cases to appropriate Federal Archives and Records Center or other authorized storage facilities 3 years after the project is considered closed. Dispose 7 years thereafter.

42b. Commissions maintaining the record copy of cases in the Headquarters office of the Federal Cochairman - Retire closed cases to appropriate Federal Archives and Records Center or other authorized storage facility 1 year after close of case. Dispose when 4 years old.

43. Title X Project Files - Under Title X of the Public Works and Economic Development Act of 1965 as amended, put into effect in 1975, funds were allotted on a one-

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time basis to the Commissions to promote public works jobs to stimulate the economy of their particular region by reducing unemployment. The most complete case files on the individual projects approved under these funds were typically maintained at the Commission offices, although the Federal Cochairmen's Headquarters offices also maintained records on the project. In some Commissions, the record copy of cases, however, is maintained in the Federal Cochairman's headquarters or field offices.

Files on these one-time projects include such records as justification materials from the communities, applications for funds, payment documentation, status reports, correspondence, and the like. Such projects are expected to be completed as of July 1, 1977.

43a. Commissions maintaining the record copy of Title X cases - Transfer to the appropriate Federal Archives and Records Center or other authorized records storage facility 1 year after final close out of the projects. Dispose of 9 years thereafter.

43b. Commissions where record copy of cases is maintained in the Federal Cochairman's headquarters or field offices - Transfer closed cases to appropriate Federal Archives and Records Center or other authorized storage facilities 1 year after closure. Dispose of when 4 years old.

44. Proposed Projects Files - These files consist of materials typically arranged by region (multi-state and by the individual states of a Commission), consisting of proposals and justifications for project grants, correspondence, and related materials for the various types of economic development grants made by Commissions. If a proposal was approved, the materials on it filed here should be brought forward to the file on the approved project.

Denied, withdrawn, or not acted upon projects -
Dispose of when 3 years old.

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REGIONAL ACTION PLANNING COMMISSIONS

Permanent Records Listing

<u>Item No.</u>	<u>Title</u>	<u>Permanent</u>	<u>Annual Accretion</u>
Item 2	Monthly Activity Reports Files	9	1
Item 3	Advisory Committee Files	8	3/4
Item 4	Annual Reports of Commissions Files	10	1
Item 5	Boundaries Files	4	1/2
Item 6	Commission Regional Development Plan Files	8	3/4
Item 7	Indian Files	5	1/2
Item 8	Cochairmen Speech Files	12	1
Item 9	Commission Organization, Meeting Files	6	1/2
Item 10	Cochairmen Regional Energy File	5	1/2
Item 11	Cochairmen Projects-Grants Procedure Files	7	1/2
Item 12	Technical Assistance Final Reports Files	<u>26</u>	<u>3</u>
	TOTAL	100 cu. ft.	10 cu. ft.