

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See instructions on separate page)		LEAD BANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <b>71-048-05-9</b>	
1. FROM (Agency or establishment) Department of Interior		DATE RECEIVED <b>4-5-2005</b>	
2. MAJOR SUBDIVISION Office of the Secretary		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Illinois and Michigan Canal National Heritage Corridor Commission			
4. NAME OF PERSON WITH WHOM TO CONFER Phyllis M. Ellin, Commission Director	5. TELEPHONE 312-353-1613	DATE <i>4/5/05</i>	ARCHIVIST OF THE UNITED STATES <i>Allen Warrick</i>
6. 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 on the attached <u>4</u> page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 3-Mar-05		SIGNATURE OF AGENCY REPRESENTATIVE <i>Samah B. Puelled</i>	
		TITLE Chief, Information Management Branch	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Records of the Illinois and Michigan Canal National Heritage Corridor Commission, Lockport, Illinois, 1985-2004. The Commission sunset on September 30, 2004.  See attached pages.		

REQUEST FOR RECORDS DISPOSITION-CONTINUATION		Job No.	Page 1 of 4
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY) (NARA USE ONLY)
1	IMCNHC Commission Minutes. 1985-2004. 1.5 cubic feet. This series is the official record of the proceedings of the Commission maintained by the Executive Director. <b>Permanent.</b> Transfer to the National Archives immediately on termination of the Commission.		
2	Commission Meeting Correspondence. 1985-2004. 1 cu. ft. This series comprises correspondence to and from commission members pertaining to commission meetings and actions maintained by the Executive Director. <b>Permanent.</b> Transfer to the National Archives immediately on termination of the Commission.		
3	Committee Records. 1985-2004. 2 cu. ft. This series includes minutes of meetings, reports, and correspondence of members of standing and special committees of the commission. <b>Permanent.</b> Transfer to the National Archives immediately on termination of the Commission.		
4	Policy and Bylaws. 1985-2004. .1 cu.ft. This series consists of statements, directives, and memoranda approved by the commission that document the organization and functions of the commission and its components. <b>Permanent.</b> Transfer to the National Archives immediately on termination of the Commission.		
5	Commission Member Nominations and Appointments. 1988-2003. .1 cu. ft. This series includes records maintained by the Executive Director of nominations and appointments of members of the commission and consist of membership rosters, requests for approval of committee nominees, appointment documents for appointment documents for individual commission members, and financial disclosure documents.		

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5 (cont)	<b>Temporary.</b> Destroy records 6 years after termination of Commission.		
6	Reports. 1985-2004. 2 cu. ft. This series is composed of copies of reports and studies produced by or for the commission. <b>Permanent.</b> Transfer to the National Archives immediately on termination of the Commission.		
7	Photographs. 1985-2004. 220 color photographs. This series comprises a collection of formal photographs of special events sponsored by the commission and the commission's meetings. There are downloaded hardcopies and JPEG formatted electronic copies of the photographs. a. Hardcopy downloads of photographs. <b>Permanent.</b> Transfer to the National Archives immediately on termination of the Commission. b. JPEG format copies of photographs. <b>Temporary.</b> Delete upon schedule's approval.		
8	Web Content Records. 2004. 1 CD. This series is a snapshot of the commission's web site prior to the sunset of the commission. <b>Temporary.</b> Delete upon approval of this schedule.		
9	Executive Director Subject Files. 1985-2004. 4 cu. ft. This series includes correspondence, program subject and other files maintained by the Executive Director documenting functions of the commission. <b>Permanent.</b> Transfer to the National Archives immediately on termination of the Commission.		
10	Publications. 1985-2004. 1 cu. ft. This series includes pamphlets, posters, news releases, and other publications produced by or for the commission. <b>Permanent.</b> Transfer to the National Archives immediately on termination of the Commission.		

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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
11	<p>IMCNHC Revolving Loan Fund (RLF) Grant Records. These records reflect the commission's actions as a recipient of an Economic Development Administration Revolving Loan Fund grant to stimulate economic activity associated within the canal corridor. The series includes administrative records maintained to manage the loan program, audit reports, and case files of loans awarded by the commission. The administrative records include copies of board resolutions and management plans; loan review committee minutes and correspondence between the commission and the EDA, and loan application inquiries. The audit reports are for the financial statements of the IMCNHC Revolving Loan Fund. The loan case files may include loan applications, loan agreements, promissory notes, security agreements, deeds of trust or mortgage agreements of prior lien holders, personal guaranty agreements for officers or owners of corporate borrowers, and related</p> <p>a. Grant Administrative Records. 1987-2004. .1 cu. ft. <b>Temporary.</b> Destroy 6 years after close of the RLF grant.</p> <p>b. Audits. 1988-2004. .1 cu. ft. <b>Temporary.</b> Destroy 3 years after all issues resolved.</p> <p>c. Closed Loan Files. 1988-2004. .75 cu.ft. <b>Temporary.</b> Destroy 6 years after final payment of the principal, interest, fees, penalties and other costs associated with the loan.</p>		
12	<p>Electronic copies of records created on electronic mail and word processing systems used solely to generate a recordkeeping copy covered by the other items in this schedule, and electronic copies of records created on electronic mail and word processing systems maintained for updating, revision, or dissemination.</p>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
12 (cont.)	<p>a. Copies that have no further administrative value after recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives used only to produce the recordkeeping copy. <b>Temporary.</b> Destroy/delete within 180 days after the recordkeeping copy is produced.</p> <p>b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. <b>Temporary.</b> Destroy/delete when dissemination, revision, or updating is completed.</p>		