

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER: <i>NI-563-08-1</i>	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received: <i>1/11/05</i>	
1. FROM (Agency or establishment) <i>Department of Homeland Security</i>		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION <i>Office of Administrative Services</i>			
3. MINOR SUBDIVISION <i>Records Management</i>			
4. NAME OF PERSON WITH WHOM TO CONFER <i>Kathy Schultz</i>	5. TELEPHONE NUMBER <i>(202)692-4220</i>	DATE <i>1-14-05</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</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 _____ page(s) are not needed now for the business for 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 Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>1/3/05</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Kathleen A. Schultz</i>		TITLE <i>Senior Records Officer</i>
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<p>Collections of Documents Prepared for use by the National Commission on Terrorist Attacks Upon the United States ("9/11 Commission").</p> <p>Copies of all documents loaned to the National Commission on Terrorist Attacks Upon the United States ("9/11 Commission") or shown or briefed to Commission members or staff either at Commission offices or in agency offices as source material for use in studying the circumstances surrounding the September 11, 2001, terrorist attacks, including preparedness for and the immediate response to the attacks, and preparing its report.</p> <p>PERMANENT. Retain as a segregated collection. Transfer to the National Archives when records of the Commission are transferred.</p>		

2/1 1/18/05 copies sent to Agency / NWMD