

REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS

(See Instructions on Reverse)

1 Dec 1981

LEAVE BLANK	
DATE RECEIVED	JOB NO.
<i>December 3, 1981</i>	<i>NCI-368-82-1</i>
NOTIFICATION TO AGENCY	
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 "with-drawn" in column 10.	
<i>2-2-82</i>	<i>[Signature]</i>
(Date)	Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)
Advisory Council on Historic Preservation

2. MAJOR SUBDIVISION
Office of Cultural Resource Preservation

3. MINOR SUBDIVISION
Eastern and Western Divisions of Project Review

4. NAME OF PERSON WITH WHOM TO CONFER
BARBARA MUREK

5. TEL. EXT.
254-3974

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 _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

11/29/81
Date

[Signature]
(Signature of Agency Representative)

Admin Off
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>106/11593 Compliance Case Files. Files created to maintain a record of Federal agency compliance with Section 106 of the National Historic Preservation Act, Section 2(b) of Executive Order 11593, and the Council's regulations. Records include documentation of determinations of effect from Federal agencies; correspondence to and from the National Register of Historic Places, State Historic Preservation Officers, interested citizens, interested groups, and Federal Agencies; decision documents of the Council; Public Information Meeting materials such as tapes, transcripts, attendance forms, and Federal Register notices. There are also NEPA files relating to Council review of draft and final environmental statements. These files are arranged by State, thereunder by affected property or agency project.</p> <p>a. <u>Cases resulting in a "no effect" determination:</u> Destroy at the Council one year after close of the case.</p> <p>b. <u>Environmental impact statement correspondence files:</u> National Environmental Policy Act 102(2)(C) correspondence to and from the Council regarding environmental documentation for undertaking. Break inactive cases annually at close of fiscal year. Destroy at Council 3 years after break.</p>	<p><i>NCI-368-80-2, Item 6a</i></p> <p><i>NCI-368-80-2, Item 1c</i></p>	<p><i>6 items</i></p>

to WARC, SNC, NNB, NNF, agency (D.C. + Denver)

Mass Data Change Sheet Attached
to FRC copies
Closed out: 2-5-82: K.F.D.
Copy to Agency, SNC, NCW, NNB & NNF

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>c. <u>Cases resulting in a "no adverse effect" determination:</u> Place in inactive file upon close of case. Break inactive file annually at close of fiscal year. Transfer to FARC 1 year after break. Destroy 7 years after transfer to FARC.</p> <p>d. <u>Cases resulting in a Memorandum of Agreement:</u> 1. Cases selected according to the criteria listed in NOTE A below--<u>Permanent</u>. Place in inactive file upon close of case. Break inactive files annually at close of fiscal year. Transfer to FARC 1 year after break. Offer to NARS 7 years after transfer to FARC. (c. 8 cu. ft./yr.)</p> <p>2. All other cases--Place in inactive file upon close of case. Break file annually at close of fiscal year. Transfer to FARC 1 year after break. Destroy 7 years after transfer to FARC <i>(i.e., 8 yrs. after file break)</i></p> <p>e. <u>All cases resulting in Council/Panel Meeting:</u> <u>PERMANENT</u>--Place in inactive file upon close of case. Break file annually at close of fiscal year. Transfer to FARC 1 year after break. Offer to NARS 7 years after transfer to FARC. (c.2 cu. ft./yr.) <i>(i.e., 8 yrs. after break)</i></p> <p>NOTE A: Up to 40 cases per year will be offered to NARS for permanent retention. The Eastern and Western Divisions of Project Review will determine between themselves each year <u>how many</u> of the approximately 40 cases will come from each Division.</p> <p>In selecting cases for permanent retention by NARS, the Council will use the following criteria:</p> <p>*Cases that result in court decisions that significantly interpret legislation or regulations.</p> <p>*Cases that gain national, regional, or local attention because of Congressional or public interest and involvement.</p> <p>*Cases that result in the formation or significant modification of agency policy.</p>	<p><i>NCI-368-80-2, Item 1a</i></p> <p><i>NCI-368-80-2, Item 1c(1)</i></p> <p><i>NCI-368-80-2, Item 1c(2)</i></p> <p><i>NCI-368-80-2, Item 1d</i></p>	