ACTIVE ITEMS. **There are no active items on this schedule.** This schedule cannot be used to disposition records.

INACTIVE ITEMS. These items may no longer be used to disposition records.
They are superseded or obsolete. References to more recent schedules are provided below as a courtesy. Some items may be annotated on the schedule.

NA ITEMS. These items have no applicable status (active or inactive). These items cannot be used for disposition.
For example, not applicable items were filing instructions, describe non-records, pointed to another disposition authority, listed as "reserved", were lined off and not approved at the time of scheduling or had an instruction of "disposition not approved".

(P) Permanent - item with permanent disposition
(T) Temporary - item with temporary disposition

ITEM	STATUS	WHY INACTIVE
1 / a / i	P (Inactive)	superseded by DAA-0536-2013-0007-0028, DAA-0536-2013-0007-0029, and DAA-0536-2013-0007-0030
1 / a / ii	T (Inactive)	superseded by DAA-0536-2013-0007-0031
1 / b / i	P (Inactive)	superseded by DAA-0536-2013-0007-0032 and DAA-0536-2013-0007-0034
1 / b / ii	T (Inactive)	superseded by DAA-0536-2013-0007-0033 and DAA-0536-2013-0007-0035
2	P (Inactive)	superseded by DAA-0536-2013-0007-0028
3	P (Inactive)	superseded by DAA-0536-2013-0007-0028
4 / a	T (Inactive)	superseded by DAA-0536-2013-0007-0028
4 / b	T (Inactive)	superseded by DAA-0536-2013-0007-0028

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK
JOB NO. NC1-368-83-2
DATE RECEIVED 4-15-83
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.
6-16-83 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	5. TEL. EXT.
Amy P. Schlagel	254-3495

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.

☐ **A** Request for immediate disposal.

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

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
	for Peter H. Smith Thomas F. King	Director, Office of Cultural Resource Preservation

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	The Advisory Council on Historic Preservation was established by Congress to advise the President and Congress on matters on historic preservation. Its enabling legislation, the National Historic Preservation Act of 1966 and its amendments, create a permanent council whose members are qualified to give expert advice on historic preservation matters. Section 106 of the Act describes the Council's primary function; it directs Federal agencies to take into account the effects of their undertakings on historic, architectural, cultural, and archeological properties and afford the Council an opportunity to comment on such undertakings. "Undertakings" include activities carried out by Federal agencies themselves and activities assisted, licensed, and permitted by Federal agencies. Examples of projects reviewed include urban and rural development proposals, land management activities, highway and flood control projects, and property disposal programs. The Council's regulations set forth the steps under which the projects are reviewed on a case by case basis.		

8 items

115-107

To agency, by RTB, 6/20/83
to NNB, NNFN, NNSM, & NNSC - 7/6/83 by RTB
to 8KR + NCW - 7/1/83

MDC Sheet attached to FRC copy

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	Eastern and Western Divisions of Project Review Case Files: Arranged by state, and thereunder alphabetically by property name for case records and under state name for general records.		
1.	Textual Records		
	a. Case-Records:		
	i. Textual Records (Record Material):		
	Case folders, including primary correspondence to and from Council and submitting agency.		
	Incoming includes project description and map, a brief description and/or photograph of historic property affected, a description of project effect on historic property, and required decisionmaking correspondence to and from appropriate State Historic Preservation Officer. Incoming may also include correspondence to and from citizens, Congress, newspaper clippings, and litigation materials.		
	Council documents include decision documents of Council staff, all Memoranda of Agreement with project agencies, and Council correspondence to Chairman and Council. Records may also include Public Information Meeting materials, monitoring documents, correspondence from project agency, and cross reference form for sound recordings.		
	DISPOSITION: PERMANENT: Transfer to inactive file after close of case. Transfer inactive file to FARC six months after close of case. Offer to NARS in 5-yr. blocks 7 years after retirement to FARC.		
	Eastern Division Western Division		15 cubic ft./yr. 15 cubic ft./yr.
	ii. Textual Records (Non-Record Material):		
	Material submitted to supplement decision makings documents available at other accessioning locations. All National Register documentation, for example, will be accessioned eventually by NARS from NPS.		

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	Material to be disposed of includes public notices of other agency involvements, master plans not related to project under discussion, environmental impact statements, duplicate copies of record material from Federal agency and State Historic Preservation Officers, all non-decision documents and letters between Federal agency and State Historic Preservation Officers, all letters of transmittal to Council not providing any additional information, all National Register documentation, excepting one designated description and/or photograph describing property under discussion in case, all xeroxed copies of photographs, and historical reports. Council documents include duplicate copies of letters and Memoranda of Agreement, preliminary or intermediate drafts of letters, briefing statements and Memoranda of Agreement that duplicate final print copy, and Council transmittal letters not providing any additional information. DISPOSITION: TEMPORARY: Destroy in agency prior to transfer of record material to FARC.		
	b. General Records:		
	.i. Textual Records (Record Material): General policy and program material from each state and federal agency reference documents pertaining to each state. Council documents might include general project investigation letters to agency. DISPOSITION: PERMANENT: Transfer to inactive file after close of case. Transfer inactive file to FARC six months after close of case. Offer to NARS in 5-yr. blocks 7 years after retirement to FARC.		
	Eastern Division / Western Division		1 cubic foot 2 cubic feet

Four copies, including original, to be submitted to the National Archives

STANDARD FORM 115-A
Revised July 1974
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

GPO : 1975 O - 579-387

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	ii. Textual Records (Non-Record Material): Material submitted to inform Council by blind and noted copy of project planning and development. Material to be disposed of includes non-project review related correspondence between State Historic Preservation Officers and agency officials that has no long term program operation significance. DISPOSITION: TEMPORARY: Destroy in agency when record material goes to FARC.		
2.	Control File:. Consists of 5 inch by 8 inch cards, arranged by state, and thereunder alphabetically by historic property name. Information consists of undertaking project agency title, project title, type of undertaking, type of historic, cultural, architectural, and/or archeological resource affected by project, dates of project submission to Council, and Council action. These cards will serve as the finding aid for the case files. DISPOSITION: PERMANENT: Transfer to inactive status after close of case. Transfer inactive status file to FARC six months after close of case, to be placed in first box of every accession. Offer to NARS 7 years (in 5-yr. blocks) after retirement to FARC.		
	Eastern Division		1 cubic ft., or less, to be placed in 1st box of textual record accession to FARC
	Western Division		1 cubic ft., or less, to be placed in 1st box of textual record accession to FARC

GPO : 1975 O - 579-387

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
3.	Sound Recordings: Cassette records that document public information meeting and are not transcribed in case file. DISPOSITION: PERMANENT: Transfer to inactive file after close of case. Transfer inactive file to FARC six months after close of case. Offer to NARS 7 years after retirement to FARC. Eastern Division Western Division		 6 cubic inches 6 cubic inches
4.	Architectural Drawings: a. Architectural Drawings (Record): An illustrative plan, elevation, and/or section describing proposed project action. DISPOSITION: ~~PERMANENT: Transfer to inactive file after close of case. Transfer inactive file to FARC six months after close of case. Offer to NARS 7 years after retirement to FARC.~~ Destroy in agency when related case files go to FARC. b. Architectural Drawings (Non-Record): Plans submitted to document all phases of work, including plans that illustrate no change to conditions, or no effect to historic property. DISPOSITION: TEMPORARY: Destroy in agency when record material goes to FARC. Eastern Division Western Division		 RTB APS 5/31/83 6 cubic ft. 3 cubic ft.

GPO : 1975 O - 579-387