

**Job N1-64-02-01, Records of NARA Conferences, Symposia, Ceremonies, and Events
Revision (March 4, 2002)**

Item 1. File No. 1601, Professional and Scholarly Conferences and Symposia Files

Records accumulated by NARA staff while planning, managing, and publishing the proceedings of professional and scholarly conferences and symposia sponsored or co-sponsored by NARA or Presidential library support organizations. Conferences and symposia may also be co-sponsored with not-for-profit corporations. Includes files of conferences and symposia (lasting one or more days) and associated receptions. EXCLUDES records created and maintained exclusively by Presidential library support organizations and not-for-profit corporations. (See file no. 1305 for records of RACO and other records management conferences. See file no. 1602 for files of lectures, forums, seminars, and panel presentations lasting less than one day.)

- a. File No. 1601-1: Administrative records associated with the logistics of planning, scheduling, and managing conferences, symposia, and associated receptions. Records may include any of the following: correspondence, forms, notes, mailing lists, invoices, receipts, advertisements, and other related records. Also may include records related to publishing the proceedings in textual and/or electronic formats.
- Proposed Disposition: Cut off upon completion of the conference or symposium or upon publication of proceedings in textual and/or electronic formats. Destroy 3 years after cutoff or when no longer needed for administrative or references purposes, whichever is longer.

- b. File No. 1601-2: Published and unpublished program proceedings and related records.

(1) File No. 1601-2a [NEW]: Textual and electronic records and supporting nontextual items pertaining to program proceedings. Records may include any of the following: programs; invitations; speeches; presentations; handouts; conference volumes or videotapes, with accompanying transcripts, intended to substitute for volumes; copyright releases and authorizations; and material relating to press coverage.

- Proposed Disposition: PERMANENT. Cut off upon completion of the conference or symposium or upon publication of proceedings in textual and/or electronic formats. Transfer to NARA 5 years after cutoff.

Note: Audiovisual and electronic records must be transferred to NARA in accordance with 36 CFR 1228.266 and 36 CFR 1228.270 respectively. Electronic files must be transferred in a format that is acceptable to NARA at the time of transfer.

(2) File No. 1601-2b. Video and audio recordings of proceedings, reception speeches, and interviews, copyright releases and authorizations, and any other related documentation.

- (a) File No. 1601-2b(1) [NEW]: Video and audio recordings and related documentation that significantly enhance knowledge and understanding of the

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proceedings and other related information. (See file no. 1601-2a for videotapes that are intended to substitute for conference volumes.)

- Proposed Disposition: PERMANENT. Transfer to NARA in accordance with file no. 1601-2a.
- (b) File No. 1601-2b(2) [NEW]: Video and audio recordings and related documentation that do not significantly enhance knowledge and understanding of the proceedings and other related information.
- Proposed Disposition: Destroy when 10 years old or when no longer needed for reference, whichever is longer.

Item 2. File No. 1602, Ceremonies and Events Files

Records accumulated by NARA staff while planning and managing ceremonies, events, and associated receptions sponsored or co-sponsored by NARA or Presidential library support organizations. Ceremonies and events may also be co-sponsored with not-for-profit corporations. EXCLUDES records created and maintained exclusively by Presidential library support organizations and not-for-profit corporations (See the following file numbers for other programs: File no. 1305 for RACO and other records management conferences; File no. 1601 for professional and scholarly conferences and symposia; File no. 1603 for tours; File no. 1606 for archival and genealogical workshops; File no. 1607 for teacher workshops; and File no. 1608 for school programs.)

The following lists, although not comprehensive, provide examples of ceremonies, events, and associated receptions sponsored by NARA or Presidential library support organizations or co-sponsored by NARA, Presidential library support organizations, or not-for-profit corporations.

Unique ceremonies, events, and associated receptions (see file no. 1602-1) may include:

Groundbreakings, dedications, and rededications of NARA facilities;
Funerals of former Presidents and First Ladies;
Historically significant visits of former Presidents, First Ladies, and their family members; associates of former Presidents; current and former members of Congress and heads of state; and other dignitaries; and
Other significant events as determined by the Archivist of the United States, office heads, directors of Presidential libraries, regional administrators, or the NARA Records Officer.

Routine ceremonies, events, and associated receptions (see file no. 1602-2) may include:

Awards ceremonies (e.g. Profile in Courage Award and Four Freedoms Award);
Holiday celebrations (e.g., Memorial Day, Fourth of July, Veterans' Day, and Christmas);
Birthdays of former Presidents and First Ladies;
Anniversaries of major historical events (e.g., Constitution Day and D-Day),
Open houses;
Openings of exhibits,
Regular visits of former Presidents, First Ladies, family members, and associates;

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Lectures, forums, seminars, and panel presentations (lasting less than one day);
 Author lectures and book signings;
 Film series and discussions; and
 Entertainment programs (e.g., dramatizations, first person interpretations, reenactments,
 demonstrations, storytelling, shows, and concerts).

a. File No. 1602-1: Unique ceremonies, events, and associated receptions, and those that occur annually, periodically, or frequently and are considered to be historically significant. May also include milestone, gala, and ceremonial events that otherwise would be covered under be 1602-2.

(1) File No. 1602-1a: Administrative records associated with the logistics of planning, scheduling, and managing ceremonies, events, and receptions. Records may include any of the following: correspondence, forms, notes, mailing lists, invoices, receipts, advertisements, and other related records.

- **Proposed Disposition:** Cut off after all historical documentation of the ceremony or event has been collected. Destroy 5 years after cutoff or when no longer needed for administrative or reference purposes, whichever is longer.

(2) File No. 1602-1b: Textual and electronic records and supporting nontextual items maintained for historical documentation. Records may include any of the following: programs or schedules, speeches, presentations, handouts, invitations, lists of guests and speakers, biographies of speakers, copyright releases and authorizations, material relating to press coverage, substantive correspondence, video and/or audio recordings, photographs, and posters.

- **Proposed Disposition:** PERMANENT. Cut off after all historical documentation of the ceremony or event has been collected. Transfer to NARA 5 years after cutoff.

Note: Audiovisual and electronic records must be transferred to NARA in accordance with 36 CFR 1228.266 and 36 CFR 1228.270 respectively. Electronic files must be transferred in a format that is acceptable to NARA at the time of transfer.

b. File No. 1602-2: Ceremonies, events, and associated receptions that occur routinely and are not considered to be historically significant, milestone, gala, or ceremonial. Administrative records pertaining to the logistics of planning, scheduling, and managing ceremonies, events, and receptions may include any of the following: correspondence, forms, notes, mailing lists, invoices, receipts, advertisements, and other related records. Textual and electronic records and supporting nontextual items maintained for historical documentation may include any of the following: programs or schedules, speeches, presentations, handouts, invitations, lists of guests and speakers, biographies of speakers, copyright releases and authorizations, material relating to press coverage, substantive correspondence, video and/or audio recordings, photographs, and posters.

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- Proposed Disposition: Cut off annually. Destroy 3 years after cutoff or when no longer needed for administrative or reference purposes, whichever is later.

Item 3. File No. 1699, Word Processing Files and Electronic Mail (Email) Records

a. File No. 1699-1 [NEW]: Word Processing Files. Documents such as letters, memoranda, reports, handbooks, directives, and manuals recorded on electronic media, such as hard disks or floppy diskettes, after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes.

- Disposition: Delete from the word processing system when no longer needed for updating or revision.

b. File No. 1699-2 [NEW]: Email Records. Senders' and recipients' versions of email messages that meet the definition of Federal records, and any attachments to the record messages after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes.

- Disposition: Delete from the email system after copying to a recordkeeping system.

NOTE: Along with the message text, the recordkeeping system must capture the names of sender and recipients and date (transmission data for recordkeeping purposes) and any receipt data when required.