

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Final Nov 7 1979

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

1. FROM (AGENCY OR ESTABLISHMENT)
Commission of Fine Arts

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Don Myer

5. TEL EXT

566-1066

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JOB NO	NCL-66-79-1
DATE RECEIVED	9 May '79
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
Date	MAY 15 1979 <i>James B. Rhoads</i> Archivist of the United States

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 5 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
7 May 1979	<i>Charles H. Atherton</i> Charles H. Atherton	Secretary

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	The Commission of Fine Arts was established by Congress on May 17, 1910, to advise the President, Members of Congress, and various governmental agencies on matters pertaining to the appearance of Washington, D.C. (36 Stat. 371; 40 U.S.C. 104, 106). This legislation provided the Government with a permanent commission whose members are qualified to give expert advice on matters relating to art. The legislation directs contracting officers of the Federal and District Governments to call for the Commission's advice on such matters. In brief, the Commission's duties and functions include aesthetic review of: public works in the National Capital area; design and material for monuments, memorials, and certain designated buildings; land to be acquired for park purposes in the District of Columbia, Maryland, and Virginia; and building applications in the Old Georgetown and Shipstead-Luce areas.		

*NMF, NWH, NWP, WNRC -
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Ed Banue
5-17-79*

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1.	<p style="text-align: center;"><u>RECORD TYPE A - General Records of the Commission concerning all phases of its work.</u></p> <p>Central Files. Arranged alphabetically by subject.</p> <p>a. Liaison letters, testimony before government or private groups, lecture notes, miscellaneous correspondence regarding the Commission's work, legal opinions, general Georgetown topics, and other records.</p> <p>DISPOSITION: PERMANENT: Transfer to the Washington National Records Center (WNRC) when 5 years old. Offer to NARS when 10 years old.</p> <p>b. Temporary notices and minutes within the liaison category, duplicate copies, periodicals, and other routine documents.</p> <p>DISPOSITION: TEMPORARY: Read and destroy immediately after agency use.</p>		6.0 in/yr
2.	<p>Clippings from periodicals pertinent to Commission activities, copies of which are sent to the Members for their information.</p> <p>a. When a clipping relates directly to a case being reviewed by the Commission, that clipping will be sent to the Member for their information and also placed in the case file folder. These case folders are treated as outlined in the Submissions and Reviews section of this schedule.</p> <p>DISPOSITION: TEMPORARY: See appropriate item in the Submission and Review section.</p> <p>b. Temporary records consisting of articles of general interest mailed to Members, but not relating specifically to Commission activities.</p> <p>DISPOSITION: TEMPORARY: Destroy when 1 year old.</p>		

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3.	<p>Working or project files, generally in the domain of staff members, used in preparation of publications or reports by the Commission and its Staff consisting of photographs, drawings, notes, and clippings.</p> <p>a. Those drawings and unique original or rare items which may be detached from accumulated data and refiled in another category such as a case file under the Submissions and Reviews section or central files.</p> <p>DISPOSITION: Redistribute to pertinent files 5 years after presentation or publication.</p> <p>b. Temporary notes, drafts, and miscellaneous data used for preparation of final material.</p> <p>DISPOSITION: TEMPORARY: Destroy when reference needs have ended or when 5 years old, whichever is sooner.</p>		
4.	<p>Publications of the Commission. Arranged by publication.</p> <p>Reports prepared by or for the Commission dealing with the design and architectural history of the Capital.</p> <p>DISPOSITION: PERMANENT: Offer to NARS when 5 years old.</p>		1.0 in/yr
5.	<p>Catalogues, magazines, newspapers, announcements, and notices of meetings.</p> <p>DISPOSITION: TEMPORARY: Destroy when reference needs have ended.</p> <p><u>RECORD TYPE 0 & 0 - Commission of Fine Arts Operations and Overhead.</u> (Note: Commission fiscal and personnel operations are conducted by the Office of the Secretary of Interior which deals with these records and activities on a day-to-day basis, retaining pertinent records in their system.)</p>		
6.	<p>Annual Budget and Appropriation Data. Annual budget breakdown and official statements and questions or discussions by the appropriations committee giving direction to CFA for fiscal periods. Includes budget folders, printed statements, transcripts, and notes.</p>		

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
7.	<p>DISPOSITION: TEMPORARY: Destroy when all administrative needs have ended.</p> <p>Overhead data. Rent, purchase, and ownership data as required to house and administer the Commission and its activities.</p> <p>DISPOSITION: TEMPORARY: Destroy when 25 years old.</p> <p><u>RECORD TYPE S & R - Dealing with the Submissions and Reviews to and by the Commission of Fine Arts including letters to and from the CFA and submitting agencies, folded drawings, photographs, slides and records relating to proposed buildings, monuments, memorials, etc., which have been considered by the Commission.</u></p>		
8.	<p>Federal projects. Arranged chronologically by year and thereunder alphabetically by agency. Case folders including miscellaneous materials as listed above. Material generally deals with the design, development, and physical planning history of the Capital city including public buildings, parks, monuments, medals, and coins.</p> <p>DISPOSITION: PERMANENT: Transfer to WNRC when 5 years old. Offer to NARS when 10 years old.</p>		5.0 ft/yr
9.	<p>District of Columbia Government.</p> <p>a. Case files on submissions from the Department of General Services. Arranged by subject and thereunder chronologically. Designs for parks, buildings such as firehouses, schools, and police stations, and recreation areas.</p> <p>DISPOSITION: PERMANENT: Transfer to WNRC when 5 years old. Offer to NARS when 10 years old.</p> <p>b. Shipstead-Luce Act. Cases submitted to the CFA through the District of Columbia Permit Branch under provisions of the Shipstead-Luce Act, PL 231 (71st Congress), involving private construction or alteration within a particular geographic portion of the District. Arranged in chronological order by fiscal year in accordance with case numbers assigned by the District government.</p>		1.0 ft/yr 1.0 ft/yr

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p><u>DISPOSITION</u></p> <p>(1) Case files having one or more of the following characteristics: (a) submissions concerning the construction of or alteration to historic or architecturally significant structures or areas such as those listed as landmarks or appearing on the National Register of Historic Places; (b) submissions concerning major alterations to the external appearance of significant structures; (c) submissions resulting in the establishment of significant administrative or legal precedent.</p> <p>DISPOSITION: PERMANENT: Transfer to WNRC when 5 years old. Offer to NARS when 10 years old.</p> <p>(2) All other routine case files.</p> <p>DISPOSITION: TEMPORARY: Transfer to WNRC when 5 years old. Destroy when 10 years old.</p> <p>c. Old Georgetown Act: Cases submitted to the CFA through the District of Columbia Permit Branch, similar to Shipstead-Luce Act, under provisions of the Old Georgetown Act, PL 808 (81st Congress), involving private construction, alteration or demolition within the designated Georgetown Historic District. Arranged in chronological order by fiscal year in accordance with case numbers assigned by the District government.</p> <p>DISPOSITION: Same as Shipstead-Luce Act Case files.</p> <p>d. Case files on submissions from the Department of Housing and Community Development. Cases submitted relating to the subdivision of real property in Shipstead-Luce Act and Old Georgetown areas. Cases relate strictly to lot lines and usually involve proposed projects reviewed by CFA. Arranged in chronological order by fiscal year in accordance with case numbers assigned by the District government.</p> <p>DISPOSITION: Same as Shipstead-Luce Act Case files.</p>		<p>2.0 ft/yr</p> <p>2.0 in/yr</p>

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10.	<p>Legislative history files concerning CFA reviews of pending legislation. Files contain draft bills and CFA comments.</p> <p>DISPOSITION: TEMPORARY: Destroy when 10 years old.</p>		
11.	<p>Minutes taken formally and approved by members for all CFA meetings, and constantly used for research and reference. Arranged in chronological order and bound in leather volumes.</p> <p>a. Non-record reference copy.</p> <p>DISPOSITION: TEMPORARY: Destroy when reference needs have ended.</p> <p>b. Record copy.</p> <p>DISPOSITION: PERMANENT: Offer to NARS when 10 years old.</p>		3.0 in/yr
12.	<p>Transcripts. Professionally transcribed records of CFA meetings, without corrections or exhibits.</p> <p>DISPOSITION: TEMPORARY: Destroy when 10 years old.</p>		
13.	<p>Card index guides to the CFA minutes, and the Shipstead-Luce Act and Old Georgetown Act case files. Research and evaluation tools in daily use at CFA by staff and public. The minutes index is arranged by topic and includes the date of the meeting and a brief summary of subjects discussed. The case file indexes are arranged alphabetically or numerically by street address and include the docket number, dates submitted and received, owner, architect or agent, summary of project, and action taken.</p> <p>a. Paper originals.</p> <p>DISPOSITION: TEMPORARY: Destroy when reference needs have ended.</p> <p>b. Microform copies.</p> <p>DISPOSITION: PERMANENT: Offer to NARS when 10 years old.</p> <p>This certifies that the records described in Item 13a shall be microfilmed in accordance with the standards set forth in 41 CFR 101-11.506.</p>		