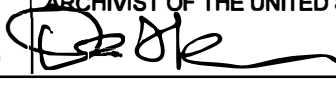



REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
		JOB NUMBER N1-117-10-1	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 5/17/2010	
1. FROM (Agency or establishment) American Battle Monuments Commission		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Michael G. Conley conleym@abmc.gov	5. TELEPHONE NUMBER 703-696-6778	DATE 19 Oct 10	ARCHIVIST OF THE UNITED STATES 
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 this page 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 4/19/10	SIGNATURE OF AGENCY REPRESENTATIVE 		TITLE Director, Human Resources and Administration
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	American Battle Monuments Commission Records of the National World War II Memorial		

American Battle Monuments Commission Records of the National World War II Memorial

1. Commission Meeting Minutes

Meeting minutes ABMC Commissioners including agenda on various topics relating to the National World War II Memorial. (3 cubic feet)

Disposition:

- a.) Originals - Transfer to NARA upon approval of schedule. (PERMANENT) 10/18/10 SAR
- b.) ~~Reference copies—Destroy when no longer needed for reference.~~ SAR 5/17/2010

2. National Committee Chairman Files

Correspondence of Sen. Bob Dole in his capacity as the National Chairman of the World War II Memorial. (1 cubic foot)

Disposition:

- a.) Originals - Transfer to NARA upon approval of schedule. (PERMANENT) 10/18/10 SAR
- b.) ~~Reference copies—Destroy when no longer needed for reference.~~ SAR 5/17/2010

3. Commission Staff Correspondence

Routine inquiries and correspondence answered by commission staff and arranged in chronological order. (4 cubic feet)

Disposition: Destroy when 6 years old or when no longer needed for reference or administrative use, whichever comes sooner.

4. Fund Raising

a.) Successful solicitations. Correspondence with corporations, individuals, organizations, foundations and institutions who made financial contributions to underwrite the National World War II Memorial. (16 cubic feet)

Disposition: Destroy when 6 years, 3 months old or when no longer needed for reference or administrative use, whichever comes sooner.

b.) Unsuccessful solicitations. Correspondence with corporations, individuals, organizations, foundations and institutions that declined to make financial contributions to underwrite the National World War II Memorial. (13 cubic feet)

Disposition: Destroy when 6 years, 3 months old or when no longer needed for reference or administrative use, whichever comes sooner.

c.) Background information on potential corporate donors. Includes press clippings, correspondence, printouts from internet and photocopies, arranged in alphabetical order by corporate name. (2 cubic feet)

Disposition: Destroy when 6 years, 3 months old or when no longer needed for reference or administrative use, whichever comes sooner.

d.) Major individual donors. Files relating to individual donors including correspondence, emails, press releases, photocopies of checks, and background information arranged in alphabetical order by surname. (5 cubic feet)

Disposition: Destroy when 6 years, 3 months old or when no longer needed for reference or administrative use, whichever comes sooner.

e.) Executive summary. Weekly/biweekly executive summary on status of funding for National World War II Memorial with breakdowns by organizations, groups and states. (4 cubic feet)

Disposition: Destroy when 6 years, 3 months old or when no longer needed for reference or administrative use, whichever comes sooner.

f.) Targeted Funding Programs.

1. Veterans Program. Fund raising efforts geared towards Veterans organizations and associations including correspondence, files of the director of the veterans program, news clippings and copies of checks. (8 cubic feet)

Disposition: Destroy when 6 years, 3 months old or when no longer needed for reference or administrative use, whichever comes sooner.

2. States and Territories Program. Fund raising efforts geared towards state and territorial governments including correspondence to governors and state legislators, printouts of emails, clippings, state legislation and files of the director of the states and territories program. (2 cubic feet)

Disposition: Destroy when 6 years, 3 months old or when no longer needed for reference or administrative use, whichever comes sooner.

3. Education Program. Fund raising efforts geared towards public schools including correspondence, background and subject files, files of the director of the education program donation forms received, and photocopies of checks. (5 cubic feet)

Disposition: Destroy when 6 years, 3 months old or when no longer needed for reference or administrative use, whichever comes sooner.

4. Grassroots Program. A national program established by ABMC in which individuals volunteered to collect money for the memorial in their communities. Files include correspondence, files of the director of the grassroots program, news clippings, volunteer forms and individual files on the volunteers. (7 cubic feet)

Disposition: Destroy when 6 years, 3 months old or when no longer needed for reference or administrative use, whichever comes sooner.

5. Audiovisual Material

- a.) Promotional material, Video Recordings, 1994-2000 – Video (VHS) tapes of interviews, documentaries and campaigns; rough cut of Tom Hanks promotional video for memorial; speech by Tom Brokaw; television spot advertisements; Tom Hanks television appearances relating to the memorial. (4 cubic feet)

Disposition: Transfer to the National Archives upon approval of schedule. (PERMANENT)
SER 1011810

- b.) Tom Hanks promotional video, 2000 - Tom Hanks promotional video for the World War II Memorial. (1 VHS tape)

Disposition: Transfer to the National Archives upon approval of schedule. (PERMANENT)
SER 1011810

6. Records Concerning the Construction of the National World War II Memorial

- a.) Correspondence, site design and construction files, design competition, competitor's list, design approval, inscriptions, drawings of bas relief panels, schedule for design of monument, landscaping, reflecting pool repairs. (5 cubic feet)

Disposition: Transfer to the National Archives upon approval of schedule. (PERMANENT)
SER 1011810

- b.) Ground breaking ceremonies (November 2000) including blueprints of grounds, maps of ceremony, guest list, script for ceremony and after action report, "white book" program. (3 cubic feet)

Disposition: Transfer to the National Archives upon approval of schedule. (PERMANENT)
SER 1011810

- c.) Designs for National World War II Memorial including design competition submissions on foam backed board and architectural drawings. (5 cubic feet)

Disposition: Transfer to the National Archives upon approval of schedule. (PERMANENT)
SER 1011810

- d.) National Capital Planning Commission/Commission of Fine Arts files including transcripts of meetings and hearings relating to the National World War II Memorial, correspondence, site and design material, and Final Architectural submission by ABMC to the Commission of Fine Arts/National Capital Planning Commission and supplement. (3 cubic feet)

Disposition: Transfer to the National Archives upon approval of schedule. (PERMANENT) SBR 10/18/10

- e.) Dedication ceremonies and events (May 2004) including briefings, maps of ceremony, press releases, NPS permits, participant requests, texts of speeches, planning documents, press kit and "White Book" program for dedication. (4 cubic feet)

Disposition:

- a. Originals - Transfer to NARA upon approval of schedule. (PERMANENT) SBR 10/18/10
b. ~~Reference copies - Destroy when no longer needed for reference.~~

SBR 5/17/10

- f.) Public Relations - Files and binders relating to the public relations efforts of Burson-Marsteller on behalf of the World War II Memorial including plans, projects news clippings and media material. (4 cubic feet)

Disposition:

- a. Originals - Transfer to NARA upon approval of schedule. (PERMANENT) SBR 10/18/10
b. ~~Reference copies - Destroy when no longer needed for reference.~~

SBR 5/17/10

- g.) General Services Administration - Files relating to site and design of the World War II Memorial including transcripts of meetings and hearings relating to the National World War II Memorial and correspondence. (2 cubic feet)

Disposition:

- a. Originals - Transfer to NARA upon approval of schedule. (PERMANENT) SBR 10/18/10
b. ~~Reference copies - Destroy when no longer needed for reference.~~

SBR 5/17/10

- h.) National Park Service - Files relating to site and design of the World War II Memorial including transcripts of meetings and hearings relating to the National World War II Memorial and correspondence. (1 cubic foot)

Disposition:

- a. Originals - Transfer to NARA upon approval of schedule. (PERMANENT) SBR 10/18/10
b. ~~Reference copies - Destroy when no longer needed for reference.~~

SBR 5/17/10

7. Web Page Records

Web site policy and planning files, records created during the implementation of the web site, costs, promotional materials, correspondence and miscellaneous reports. (1 cubic foot)

Disposition: Destroy when no longer needed for reference or administrative use.