

Request for Records Disposition Authority

Records Schedule Number DAA-0220-2020-0018

Schedule Status Approved

Agency or Establishment Dwight D. Eisenhower Memorial Commission

Record Group / Scheduling Group Records of Temporary Committees, Commissions, and Boards

Records Schedule applies to Major Subdivision

Major Subdivision Dwight D. Eisenhower Memorial Commission

Schedule Subject Records of the Dwight D. Eisenhower Memorial Commission

Internal agency concurrences will be provided No

Background Information The Dwight D. Eisenhower Commission was created by Congress (P.L. 106-79) to perpetuate the memory and contributions of President Eisenhower as the Supreme Commander of the Allied Forces in Europe during World War II and as the 34th President of the United States. The legislation authorizing the construction of a memorial on Federal land in the District of Columbia was signed by President William J. Clinton on October 25, 1999. The law established a 12-member commission, four of whom were to be appointed by the President, four by the Senate (equally split between both political parties), and four by the House (equally split between both political parties). The law provided for a chair and vice-chair -- they could not be members of the same party.

After several years of hearings and several design changes, the final design was approved in 2015. Ground breaking on the four acre site occurred on November 2, 2017. The dedication is scheduled for May 8, 2020, the 75th anniversary of Victory in Europe Day.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
18	14	4	0

GAO Approval

Outline of Records Schedule Items for DAA-0220-2020-0018

Sequence Number	
1	Commission Meeting Minutes Disposition Authority Number: DAA-0220-2020-0018-0001
2	Commission Members Files Disposition Authority Number: DAA-0220-2020-0018-0002
3	Publications Disposition Authority Number: DAA-0220-2020-0018-0003
4	News Releases Disposition Authority Number: DAA-0220-2020-0018-0004
5	Audiovisual Material Disposition Authority Number: DAA-0220-2020-0018-0005
6	Still Photographs and Images
6.1	Analog Photographic Prints and Negatives Disposition Authority Number: DAA-0220-2020-0018-0006
6.2	Color Transparencies and Slides Disposition Authority Number: DAA-0220-2020-0018-0007
6.3	Digital Photographs Disposition Authority Number: DAA-0220-2020-0018-0008
6.4	Routine and Uncaptioned Photographs Disposition Authority Number: DAA-0220-2020-0018-0009
7	Commission Staff Correspondence Disposition Authority Number: DAA-0220-2020-0018-0010
8	Fundraising
8.1	Fundraising Projects Disposition Authority Number: DAA-0220-2020-0018-0011
8.2	Fundraising Administrative Files Disposition Authority Number: DAA-0220-2020-0018-0012
9	Records Concerning Construction of the Dwight D. Eisenhower Memorial
9.1	Correspondence, Construction, and Design Records Disposition Authority Number: DAA-0220-2020-0018-0013
9.2	Ground Breaking Ceremonies Disposition Authority Number: DAA-0220-2020-0018-0014
9.3	National Capital Planning Commission (NCPC) and Commission of Fine Arts (CFA) Files Disposition Authority Number: DAA-0220-2020-0018-0015
9.4	National Park Service Files

9.5

Disposition Authority Number: DAA-0220-2020-0018-0016

Dedication Ceremonies and Events

Disposition Authority Number: DAA-0220-2020-0018-0017

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Dwight D. Eisenhower E-Memorial Public Website (<https://eisenhowermemorial.gov>)

Disposition Authority Number: DAA-0220-2020-0018-0018

Records Schedule Items

Sequence Number	
1	<p data-bbox="342 380 764 411">Commission Meeting Minutes</p> <p data-bbox="342 432 1149 464">Disposition Authority Number DAA-0220-2020-0018-0001</p> <p data-bbox="342 485 906 516">Detailed meeting minutes and agendas.</p> <p data-bbox="342 537 919 569">Final Disposition Permanent</p> <p data-bbox="342 590 849 621">Item Status Active</p> <p data-bbox="342 642 818 674">Is this item media neutral? Yes</p> <p data-bbox="342 695 803 831">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p data-bbox="342 863 659 894">Disposition Instruction</p> <p data-bbox="342 915 1479 989">Transfer to the National Archives for Accessioning Transfer to the National Archives immediately after termination of the commission.</p> <p data-bbox="342 1031 654 1062">Additional Information</p> <p data-bbox="342 1083 1040 1178">What will be the date span of the initial transfer of records to the National Archives? From 1999 To 2020</p> <p data-bbox="342 1199 1487 1314">How frequently will your agency transfer these records to the National Archives? Unknown Transfer to the National Archives immediately upon termination of the commission.</p>
2	<p data-bbox="342 1409 740 1440">Commission Members Files</p> <p data-bbox="342 1461 1154 1493">Disposition Authority Number DAA-0220-2020-0018-0002</p> <p data-bbox="342 1514 1513 1671">Files document Commissioners work on the Memorial and include correspondence, memoranda, speeches, Congressional testimony, and reports. The files also include transcripts of the chairman/vice-chairman before the National Capital Planning Commission (NCPC) or the U.S. Commission of Fine Arts (CFA).</p> <p data-bbox="342 1682 919 1713">Final Disposition Permanent</p> <p data-bbox="342 1734 849 1766">Item Status Active</p> <p data-bbox="342 1787 818 1818">Is this item media neutral? Yes</p> <p data-bbox="342 1839 803 1911">Do any of the records covered by this item currently exist in</p>

electronic format(s) other than e-mail and word processing?

Disposition Instruction

Transfer to the National Archives for Accessioning

Transfer to the National Archives immediately after termination of the commission.

Additional Information

What will be the date span of the initial transfer of records to the National Archives?

From 1999 To 2020

How frequently will your agency transfer these records to the National Archives?

Unknown

Transfer to the National Archives immediately upon termination of the commission.

3

Publications

Disposition Authority Number

DAA-0220-2020-0018-0003

Master set of publications produced by the commission. The files consist of a single copy of informational brochures, pamphlets, newsletters, annual reports, and other publications.

Final Disposition

Permanent

Item Status

Active

Is this item media neutral?

Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?

No

Disposition Instruction

Transfer to the National Archives for Accessioning

Transfer to the National Archives immediately after termination of the commission

Additional Information

What will be the date span of the initial transfer of records to the National Archives?

From 1999 To 2020

How frequently will your agency transfer these records to the National Archives?

Unknown

Transfer to the National Archives immediately upon termination of the commission.

4

News Releases

Disposition Authority Number **DAA-0220-2020-0018-0004**

Files containing news releases issued by the commission. The files consist of master copies of all press statements or announcements issued by the commission that were prepared primarily for distribution to the news media.

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Disposition Instruction

Transfer to the National Archives for Accessioning **Transfer to the National Archives immediately after termination of the commission.**

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 1999 To 2020**

How frequently will your agency transfer these records to the National Archives? **Unknown**
Transfer to the National Archives immediately upon termination of the commission.

5

Audiovisual Material

Disposition Authority Number **DAA-0220-2020-0018-0005**

Promotional material and video recordings created by the commission containing promotional material, interviews, testimony before Congress or other government entities such as the National Capital Planning Commission (NCPC) or the U.S. Commission of Fine Arts (CFA).

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Disposition Instruction

	Transfer to the National Archives for Accessioning	Transfer to the National Archives immediately after termination of the commission.
	Additional Information	
	What will be the date span of the initial transfer of records to the National Archives?	From 1999 To 2020
	How frequently will your agency transfer these records to the National Archives?	Unknown Transfer to the National Archives immediately upon termination of the commission.
6	Still Photographs and Images Still photographs and images created, commissioned, or acquired by the commission documenting commission events, formal speeches, and presentations.	
6.1	Analog Photographic Prints and Negatives	
	Disposition Authority Number	DAA-0220-2020-0018-0006
	Captioned analog photographic prints and negatives.	
	Final Disposition	Permanent
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	Disposition Instruction	
	Transfer to the National Archives for Accessioning	Transfer to the National Archives when no longer needed or upon termination of the Commission.
	Additional Information	
	What will be the date span of the initial transfer of records to the National Archives?	From 1999 To 2020
	How frequently will your agency transfer these records to the National Archives?	Unknown Transfer to the National Archives in accordance with the requirements stated in 36 CFR 1237 and the NARA standards in place at the time of transfer.
6.2	Color Transparencies and Slides	

Disposition Authority Number DAA-0220-2020-0018-0007

Captioned color transparencies and slides.

Final Disposition Permanent

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Disposition Instruction

Transfer to the National Archives for Accessioning Transfer to the National Archives when no longer needed or upon termination of the Commission.

Additional Information

What will be the date span of the initial transfer of records to the National Archives? From 1999 To 2020

How frequently will your agency transfer these records to the National Archives? Unknown
Transfer to the National Archives in accordance with the requirements stated in 36 CFR 1237 and the NARA standards in place at the time of transfer.

6.3

Digital Photographs

Disposition Authority Number DAA-0220-2020-0018-0008

Digital photographs. NOTE: Any and all image-related metadata (e.g. captioning indexing, assignment logs, electronic or hard copy form) should be transferred to the National Archives along with corresponding block of digital photographs

Final Disposition Permanent

Item Status Active

Is this item media neutral? No

Explanation of limitation electronic format

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Disposition Instruction

Transfer to the National Archives for Accessioning Transfer to the National Archives when no longer needed or upon the termination of the Commission.

Additional Information

What will be the date span of the initial transfer of records to the National Archives? From 1999 To 2020

How frequently will your agency transfer these records to the National Archives? Unknown
Transfer to the National Archives in accordance with the specifications provided within NARA Bulletin 2014-14, Revised Format Guidance for Transfer of Permanent Electronic Records; NARA Bulletin 2015-04, Metadata Guidance for the Transfer of Permanent Electronic Records; and any further guidance in effect at the time of transfer.

6.4

Routine and Uncaptioned Photographs

Disposition Authority Number DAA-0220-2020-0018-0009

Still photographs that are (1) uncaptioned (2) document routine or internal events having short-term value, or (3) created for the purpose of selecting the best quality images necessary to document the subject but not selected as a record copy under items 0006, 0007, or 0008 above.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Disposition Instruction

Retention Period Destroy immediately after no longer needed for commission business.

Additional Information

GAO Approval Not Required

7

Commission Staff Correspondence

Disposition Authority Number DAA-0220-2020-0018-0010

Routine inquiries and correspondence answered by commission staff.

	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	Disposition Instruction	
	Retention Period	Destroy 3 year(s) after creation or when no longer needed for reference or administrative use, whichever comes sooner.
	Additional Information	
	GAO Approval	Not Required
8	Fundraising	
8.1	Fundraising Projects	
	Disposition Authority Number	DAA-0220-2020-0018-0011
	Major fundraising initiatives, project files, reports, and gala activities.	
	Final Disposition	Permanent
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	Disposition Instruction	
	Transfer to the National Archives for Accessioning	Transfer to the National Archives immediately after termination of the Commission.
	Additional Information	
	What will be the date span of the initial transfer of records to the National Archives?	From 1999 To 2020
	How frequently will your agency transfer these records to the National Archives?	Unknown Transfer to the National Archives upon termination of the Commission.

8.2

Fundraising Administrative Files

Disposition Authority Number **DAA-0220-2020-0018-0012**

Correspondence with corporations, individuals, organizations, foundations, and institutions regarding financial contributions to underwrite the Dwight D. Eisenhower Memorial.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Disposition Instruction

Retention Period **Destroy 7 year(s) after creation or when no longer needed for reference or administrative use, whichever comes sooner.**

Additional Information

GAO Approval **Not Required**

9

Records Concerning Construction of the Dwight D. Eisenhower Memorial

9.1

Correspondence, Construction, and Design Records

Disposition Authority Number **DAA-0220-2020-0018-0013**

Correspondence, site design and construction files, design competition, competitors list, design approval, blueprints, inscriptions, architectural drawings, landscaping, etc.

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Disposition Instruction

Transfer to the National Archives for Accessioning **Transfer to the National Archives immediately after termination of the commission.**

Additional Information

	What will be the date span of the initial transfer of records to the National Archives?	From 1999 To 2020
	How frequently will your agency transfer these records to the National Archives?	Unknown Transfer to the National Archives immediately upon termination of the commission.
9.2	Ground Breaking Ceremonies	
	Disposition Authority Number	DAA-0220-2020-0018-0014
	Ground breaking ceremonies, including guest list, invitations, speeches, and program brochures.	
	Final Disposition	Permanent
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	Disposition Instruction	
	Transfer to the National Archives for Accessioning	Transfer to the National Archives immediately after termination of the commission.
	Additional Information	
	What will be the date span of the initial transfer of records to the National Archives?	From 1999 To 2020
	How frequently will your agency transfer these records to the National Archives?	Unknown Transfer to the National Archives immediately upon termination of the commission.
9.3	National Capital Planning Commission (NCPC) and Commission of Fine Arts (CFA) Files	
	Disposition Authority Number	DAA-0220-2020-0018-0015
	National Capital Planning Commission (NCPC) and Commission of Fine Arts (CFA) Files, including transcripts of meetings and hearings relating to the Dwight D. Eisenhower Memorial, correspondence, site and design material, and final architectural submission by the commission of the NCPC and CFA.	
	Final Disposition	Permanent

Item Status	Active
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
Disposition Instruction	
Transfer to the National Archives for Accessioning	Transfer to the National Archives immediately after termination of the commission.
Additional Information	
What will be the date span of the initial transfer of records to the National Archives?	From 1999 To 2020
How frequently will your agency transfer these records to the National Archives?	Unknown Transfer to the National Archives immediately upon termination of the commission.

9.4

National Park Service Files

Disposition Authority Number **DAA-0220-2020-0018-0016**

National Park Service files, including site and design materials, transcripts of meetings and hearings.

Final Disposition	Permanent
Item Status	Active
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
Disposition Instruction	
Transfer to the National Archives for Accessioning	Transfer to the National Archives immediately after termination of the commission.
Additional Information	
What will be the date span of the initial transfer of records to the National Archives?	From 1999 To 2020

	<p>How frequently will your agency transfer these records to the National Archives? Unknown Transfer to the National Archives immediately upon termination of the commission.</p>
9.5	<p>Dedication Ceremonies and Events</p> <p>Disposition Authority Number DAA-0220-2020-0018-0017</p> <p>Dedication ceremonies and events, including briefings, maps of ceremony, press releases, National Park Service (NPS) permits, texts of speeches, planning documents, press kit, and program brochures</p> <p>Final Disposition Permanent</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>Disposition Instruction</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives immediately after termination of the commission.</p> <p>Additional Information</p> <p>What will be the date span of the initial transfer of records to the National Archives? From 1999 To 2020</p> <p>How frequently will your agency transfer these records to the National Archives? Unknown Transfer to the National Archives immediately upon termination of the commission.</p>
10	<p>Dwight D. Eisenhower E-Memorial Public Website (https://eisenhowermemorial.gov)</p> <p>Disposition Authority Number DAA-0220-2020-0018-0018</p> <p>The Eisenhower Memorial website, developed and maintained by the Eisenhower Memorial Commission, serves to inform the American public of the memorial to honor Dwight D. Eisenhower and why his memory and legacy require a memorial. The website represents the first national presidential memorial to incorporate a complementary digital experience - the E-Memorial - to engage a 21st century audience in the Eisenhower story. Made up of a collection of linked web pages, the E-Memorial presents Eisenhower's legacy through an immersive database of audio, video, and still image assets. Additional content includes information about</p>

the memorial's design and construction, a web-based audio guide for memorial visitors, documentary films, teacher lesson plan archive, an interactive timeline, legacy organization stories, Commission records, meeting minutes, news articles, and press releases. Primary users are the general public seeking information about Dwight D. Eisenhower and the memorial. The largest visitor group to presidential memorials and related websites are K-12 student.

Final Disposition Temporary

Item Status Active

Is this item media neutral? No

Explanation of limitation Electronic format

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? No

Disposition Instruction

Retention Period Upon termination of the Commission, a copy of the website content will be donated to the Eisenhower Foundation in Abilene, KS to ensure the E-Memorial resources remain available to the public in perpetuity. The Eisenhower Foundation is the non-profit organization supporting the educational programing of the Eisenhower Presidential Library, Museum and Boyhood home.

Additional Information

GAO Approval Not Required

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
02/21/2020	Certify	Trace Livengood	Executive Office Manager	Dwight D. Eisenhower Memorial Commission - Dwight D. Eisenhower Memorial Commission
06/30/2020	Submit for Concurrence	Janet Kennelly	Archives Specialist	National Archives and Records Administration - Records Management Services
07/09/2020	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
07/10/2020	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
07/13/2020	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist