

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>N1.220-00.3</i>	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>3-15-2000</i>	
1. FROM (Agency or establishment) Advisory Commission on Electronic Commerce		<b>NOTIFICATION TO AGENCY</b>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Dianne Cannon	5. TELEPHONE NUMBER (703) 993-8049	DATE <i>9-7-00</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</i>
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 the attached <u>2</u> page(s) 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 03/10/00	SIGNATURE OF AGENCY REPRESENTATIVE <i>Richard B. Rosenker</i>		TITLE Executive Director
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See Attached		

Attachment to Standard Form 115: Request for Records Disposition Authority for the Advisory Commission on Electronic Commerce.

**Item 1. Commission Meetings**

a. Briefing books – the briefing books contain an agenda, list of speakers, budget updates, resolutions and documents that the Commissioners have voted on at the meetings. There is a briefing book for each of the four meetings that the Commission has held. (3c.f. Date span 6/99 – 3/00)

Disposition: Permanent – Transfer to National Archives upon termination of Commission

b. Transcripts in paper form of the Commission Meetings and conference calls. (3 c.f. Date span 6/99 – 4/00)

Disposition: Permanent – Transfer to National Archives upon termination of Commission

c. Federal Register Notice of each meeting giving written instruction on how to submit comments for the meeting from the public.

Disposition: Temporary – Destroy upon termination of Commission

d. Press Releases (1 file Date span 6/99 – 4/00)

Disposition: Permanent – Transfer to National Archives upon termination of Commission.

e. Final Report (1 file Date span 4/00)

Disposition: Permanent – Transfer to National Archives upon termination of Commission.

f. Video recordings on VHS tape of Commission meetings where a paper transcript is also created.

Disposition: Temporary – Destroy upon termination of Commission

**Item 2. Rules, Charter, and Statute**

These are the records that document the establishment and mission of the Advisory Commission on Electronic Commerce. (3 files Date span 6/99 – 4/00)

Disposition: Permanent – Transfer to National Archives upon termination of Commission

**Item 3. Newspaper Clippings**

a. Clippings from newspapers about the Commissions activities.

Disposition: Temporary – Destroy upon termination of Commission

- b. Monthly information from the Public Relations firm on Commission activities. (3 c.f. Date span 6/99 – 4/00)

Disposition: Permanent – Transfer to National Archives upon termination of Commission

**Item 4. Commission Chron Files**

Files contain correspondence from the Executive Director to the Commissioners, outside parties and daily activities of the Commission. (3 c.f. Date span 6/99 – 4/00)

Disposition: Permanent – Transfer to National Archives upon termination of Commission

**Item 5. General Files**

- a. Vendor contract between the Commission and the vendor.

Disposition: Temporary – Destroy 6 years and 3 months after final payment), George Mason University is going to manage these records until the records are eligible for destruction. (GRS 3, item 3A1a)  
Electronic mail and word processing system copies (including those on network drives) can be deleted 180 days after record-keeping copy has been produced. (GRS 3, item 18a)

- b. Correspondence to the Commission from interested parties, information on hotels and meetings of the Commission.

Disposition: Temporary – Destroy upon termination of Commission

- c. Financial Information

- (1) Budget records information.

Disposition: Temporary – Destroy 1 year after the close of the fiscal year covered by the budget. (GRS 5, item 2) Will be maintained by George Mason University Foundation

- (2) Expense records. Duplicate copy maintained by the Commission. GMU Foundation will maintain original files.

Disposition: Temporary – Destroy upon termination of Commission

**Item 6. Library Files**

The documents in the library are what the Commissioners have used to base their decision on. They are from government agencies as well as the private sector. A large portion of the documents were in response to Federal Register Notices placed by the Commission. The documents are from individuals that

have presented their position at the Commissions meeting. (27 c.f. Date span 6/99 – 4/00)

Disposition: Permanent – Transfer to National Archives upon termination of Commission

**Item 7. Research Documents**

These are documents that have been used to write the final report. The Commission staff are the only people that have seen these documents. They are from both the private sector and government agencies.

Disposition: Temporary – Destroy upon termination of Commission

**Item 8. Public Comment/Constituent Mail**

a. Electronic comments received concerning the issue of taxing the Internet. We have received over 40,000 email responses to the issue we summarize them in a monthly report to the Commissioners.

Disposition: Temporary – Destroy upon termination of Commission

b. Constituent mail: We have received over 6,000 pieces of mail from retailers across the country. The mail was also sent to Commissioners by the individuals.

Disposition: Temporary – Destroy upon termination of Commission.

**Item 9. Electronic Version of Records**

Records that were created on electronic mail and with word processing applications.

Disposition: Temporary – Delete when record-keeping copy has been created.