FEDERAL ENTITY CEASED OPERATIONS

Schedule Number: N1-220-00-003

Federal entities may cease operations when they are established as a temporary entity, are abolished, or functions are transferred to state or local government or private control.

Description:


Date Reported: 06/22/2020
REQUEST FOR RECORDS DISPOSITION AUTHORITY

To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION
   8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001

1. FROM (Agency or establishment)
   Advisory Commission on Electronic Commerce

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
   Dianne Cannon

5. TELEPHONE NUMBER
   (703) 993-8049

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 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,

   ☐ is not required
   ☐ is attached; or
   ☐ has been requested.

DATE
03/10/00

SIGNATURE OF AGENCY REPRESENTATIVE
Executive Director

PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA 36 CFR 1228
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. 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
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.