Schedule Number: N1-220-02-026

When functions are reassigned to another agency or department, the gaining agency must schedule the records.

Description:

The National Commission on Libraries and Information Science was established as an independent commission within the Executive branch by the National Commission on Libraries and Information Science Act (Pub. L. 91-345) on July 20, 1970. The National Commission on Libraries and Information Science was consolidated into the Institute of Museum and Library Services in 2008.
REQUEST FOR RECORDS DISPOSITION AUTHORITY

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

Date received: 1-22-02-26

1. FROM (Agency or establishment)
US National Commission on Libraries and Information Science (NCLIS)

1110 Vermont Avenue, Suite 820
Washington, DC 20005-3552

2. MAJOR SUBDIVISION
NCLIS Library Statistics Program

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Kim Miller

5. TELEPHONE NUMBER
202-606-9200

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,

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

1. Program materials for the NCLIS Library Statistics Cooperative Program
   Academic Library Survey (1990-2001)
   One copy each of meeting correspondence, meeting materials, agendas, steering committee meeting minutes, and general program material.
   Inventory attached.
   Volume .6 cubic feet
   PERMANENT: Transfer to the National Archives upon approval of this schedule.

2. see next page

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN
(NARA USE ONLY)

STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA 36 CFR 1228
Program materials for the NCLIS Library Statistics Cooperative Program

**Academic Library Survey** (1990-2001)

Chronological

Box 1

(Meetings generally held during the American Library Association Midwinter and Annual Conferences (January and June/July))

1. General survey information
2. Academic Library Survey meetings (two) 1990
3. Academic Library Survey meetings (two) 1992
4. Academic Library Survey meeting (one) 1993
5. Academic Library Survey meetings (one) 1994
6. Academic Library Survey meeting (one) 1995
7. Academic Library Survey meetings (two) 1996
8. Academic Library Survey meetings (two) 1997
10. Academic Library Survey meetings (two) 1999
11. Academic Library Survey meetings (two) 2000
12. Academic Library Survey training workshop 9/00
13. Academic Library Survey meetings (two) 2001

2. **Electronic Mail and Word Processing Records**

   a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

      DELETE within 180 days after the recordkeeping copy has been produced.

   b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

      DELETE when dissemination, revision, or updating is complete.