Schedule Number: N1-220-02-029

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.

Date Reported: 6/22/2020
**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

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

**1. FROM (Agency or establishment)**  
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

**DATE:**  
2-6-03

**ARCHIVIST OF THE UNITED STATES:**  
[Signature]

**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,

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

**DATE:**  
7/15/02

**SIGNATURE OF AGENCY REPRESENTATIVE:**  
[Signature]

**7. ITEM NO.**

**8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION**


One copy each of meeting correspondence, meeting materials, agendas, steering committee meeting minutes, and general program material. Inventory attached.

Volume .25  
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 GRS OR SUPERSEDED JOB CITATION**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
NCES/NCLIS Forums (1993-1997)

Chronological

Box 1

(Reports of the NCES/NCLIS forums are including in the NCLIS publications archives
NI-220-00-6.)

1. NCES/NCLIS Forum 9/23-24/1993
2. NCES/NCLIS Forum 5/16-17/94
3. NCES/NCLIS Forum 5/15-16/95
4. NCES/NCLIS Forum 5/20-21/96
5. NCES/NCLIS Forum 9/15-16/97

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.

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