

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER NI-220-02-31	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received SFP 24 2002	
1. FROM (Agency or establishment) US National Commission on Libraries and Information Science (NCLIS) 1110 Vermont Avenue, Suite 820 Washington, DC 20005-3552		NOTIFICATION TO AGENCY 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
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 <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 7/5/02	SIGNATURE OF AGENCY REPRESENTATIVE <i>Kim Miller</i>		TITLE Special Assistant - Technical
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	Program materials for the NCLIS Library Statistics Cooperative Program Federal-State Cooperative System (FSCS) for Public Library Data (1987-2001) One copy each of correspondence, meeting materials, agendas, minutes for conferences, steering committee meetings, and general program material. Inventory attached. Volume 3 cubic feet <u>PERMANENT</u> . Transfer to the National Archives upon approval of this schedule.		
2.	See next page		

CC: to Agency, NARA, NCLIS, etc 3/17/03

**Program materials for the NCLIS Library Statistics Cooperative Program
Federal-State Cooperative System (FSCS) for Public Library Data Survey
(1987-2001)**

Chronological

Box 1

1. General Program correspondence re: Action Plan 1988, pre-FSCS meetings 1988
2. FSCS Training Workshop – December 4-7, 1988
3. FSCS Technical Subcommittee meeting – January 23-24, 1989
4. FSCS Training Workshop – December 3-6, 1989
5. FSCS Steering Committee meeting – April 19-20, 1990
6. FSCS Steering Committee meeting – October 29-31, 1990
7. FSCS Steering Committee meeting – January 28-29, 1991
8. FSCS Technical Subcommittee meeting – March 25, 1991
9. FSCS Steering Committee meeting – April 22-23, 1991
10. FSCS Steering Committee meeting – October 21-22, 1991
11. FSCS Training Workshop – December 2-5, 1991
12. General Program correspondence – 1991
13. Federal-State Cooperative System (FSCS) for Public Library Data Survey
14. FSCS Model Training Program committee correspondence -1991
15. Research and Policy Analysis Using FSCS Invitational Seminar -November 18-19, 1991
16. FSCS Training Workshop – December 8-11, 1991
17. FSCS Steering Committee meeting – August 24-26, 1992
18. FSCS Steering Committee meeting – October 26-27, 1992
19. FSCS Data Use Subcommittee meeting – October 28, 1992
20. FSCS Steering Committee meeting – March 16-17, 1992
21. FSCS Steering Committee meeting – August 24-26, 1992
22. FSCS Training Workshop – December 7-9, 1992
23. Correspondence definitions – 1993
24. FSCS Steering Committee meeting – March 17-18, 1993
25. FSCS Steering Committee meeting – August 16-18, 1993
26. FSCS Steering Committee meeting – October 25-26, 1993
27. FSCS Training Workshop – December 6-9, 1993
28. FSCS Steering Committee meeting – March 28-30, 1994
29. FSCS Data Use Task Force meeting – September 19, 1994
30. FSCS Steering Committee meeting – November 14-16, 1994
31. FSCS Training Workshop *Part I* – March 1-3, 1995
32. FSCS Steering Committee meeting – April 12-14, 1995
33. FSCS Data Use Task Force meeting – May 17, 1995
34. FSCS Training Workshop *Part II* – July 17-21, 1995
35. FSCS correspondence – October 2, 1995
36. FSCS Steering Committee meeting – December 4-6, 1995

37. FSCS Training Workshop – March 18-20, 1996
38. FSCS Steering Committee meeting – April 22-23, 1996
39. FSCS Data Use Task Force meeting – May 21-22, 1996
40. FSCS Steering Committee meeting – September 17-19, 1996
41. FSCS Steering Committee meeting – December 3-5, 1996
42. FSCS Training Workshop – March 3-5, 1997
43. FSCS Steering Committee meeting – June 9-11, 1997
44. FSCS Steering Committee meeting – September 8-10, 1997
45. Correspondence re: Definition ballots – 11/97
46. FSCS Steering Committee meeting – December 8-10, 1997
47. FSCS Training Workshop/Steering Committee meeting – March 22-24, 1998
48. FSCS Training Notebook for new State Data Coordinators – March 1998
49. FSCS Steering Committee meeting – June 15-17, 1998
50. FSCS Steering Committee meeting – September 21-23, 1998
51. FSCS Steering Committee meeting – December 7-9, 1998
52. FSCS Training Workshop – March 21-24, 1999
53. FSCS Training Notebook for new State Data Coordinators – March 1999
54. FSCS Steering Committee meeting – June 7-9, 1999
55. FSCS Steering Committee meeting – September 20-22, 1999
56. FSCS Steering Committee meeting – December 6-8, 1999
57. FSCS Professional Development Conference (formerly Training Workshop) –
March 26-29, 2000
58. FSCS Steering Committee meeting – June 5-7, 2000
59. FSCS Steering Committee meeting – December 4-6, 2000
60. FSCS Professional Conference – March 25-28, 2001
61. FSCS Training Notebook for new State Data Coordinators – March 2001
62. FSCS Steering Committee meeting – June 4-6, 2001
63. FSCS Steering Committee meeting – September 10-12, 2001
64. FSCS Professional Development Conference – December 2-4, 2001
65. FSCS Training Notebook for new State Data Coordinators – December 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.