

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER N1-220-03-2	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED  12-10-2002	
1. FROM (Agency or establishment)  National Commission to Ensure Consumer Information And Choice in the Airline Industry 1110 Vermont Ave. NW Suite 1160 Washington, DC 20005		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER  Dorthea Collins	5. TELEPHONE	DATE 5-13-03	ARCHIVIST OF THE UNITED STATES <i>J. W. Paul</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 _____ page(s) are not now needed for the business of 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;      is attached; or      has been requested.			
DATE 12/10/2002	SIGNATURE OF AGENCY REPRESENTATIVE <i>Dorthea Collins</i>	TITLE Records Officer TASC/OST	
7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)

Records of the National Commission to Ensure Consumer Information  
And Choice in the Airline Industry

See attached

cc: NWMD

## **The National Commission to Ensure Consumer Information and Choice in the Airline Industry**

The establishment of the National Commission to Ensure Consumer Information and Choice in the Airline Industry ("Airline Consumer Information and Choice Commission" or "Commission"), was directed by Section 228 of the Wendell H. Ford Aviation Investment and Reform Act for the 21<sup>st</sup> Century (AIR-21), Pub.L. 106-181 (April 5, 2000).

The Commission studied (1) whether the financial condition of travel agents is declining and, if so, the effect that this will have on consumers; and (2) whether there are impediments to information regarding the services and products offered by the airline industry and, if so, the effects of those impediments on travel agents, Internet-based distributors, and consumers. In conducting the study, the Commission paid special attention to the condition of small travel agents (i.e., those travel agencies with \$1,000,000 or less in annual revenues).

Based on the results of the study, the Commission, through its Chairperson, submitted its report including recommendations to improve the condition of travel agents and consumer access to travel information, to the President of the United States and to the Congress within six month after completion of the initial appointments of members, and terminated on the 30<sup>th</sup> day after submitting the report, as provided in Section 228 of AIR-21.

### **Commission Records**

#### **Item No.**

1. **Airline Reporting Corporation (ARC)**: Information and data collected and developed by ARC and sent to the Commission for use in developing the Commission's Final Report. Information concerns travel agencies, and travel agency sales, from 1995 to 2002.

**Disposition: Permanent.** Transfer records to the National Archives upon the termination of the Commission.

2. **Biographical Information**: Biographical Sketches of all nine (9) Commissioners; the Executive Director; the Contractors; and, two (2) Government Employees.

**Disposition: Permanent.** Transfer records to the National Archives upon the termination of the Commission.

3. **Charter:** Charter of the National Commission to Ensure Consumer Information and Choice in the Airline Industry.

**Disposition: Permanent.** Transfer records to the National Archives upon the termination of the Commission.

4. **Comments:** Comments from individuals, companies, travel agents, etc., with interest in the travel industry, commenting on the four (4) hearings held by the Commission and on other Commission/travel industry issues.

**Disposition: Permanent.** Transfer records to the National Archives upon the termination of the Commission.

5. **Correspondence:** In-coming and outgoing correspondence related to Commission issues

**Disposition: Permanent.** Transfer records to the National Archives upon the termination of the Commission.

6. **Digest:** Digested compilation of Hearing Testimonies developed by the Commission to be utilized by the Commissioners in the development of the Final Report.

**Disposition: Permanent.** Transfer records to the National Archives upon the termination of the Commission.

7. **Background Hearings Information: Background** information related to the Hearings in Washington, D.C. on June 11, 2002; Chicago, Illinois on June 26, 2002; San Francisco, California on July 11, 2002; and, Washington, D.C. on July 31, 2002.

**Disposition: Permanent.** Transfer records to the National Archives upon the termination of the Commission.

8. **Internal Correspondence:** Incoming and outgoing faxes/E-mails/ memos, etc., among the Commissioners the contractors and staff in relation to issues, dialogue, concerns, meetings, agenda, development of the Final Report and the daily operation of the Commission.

**Disposition: Permanent.** Transfer records to the National Archives upon the termination of the Commission.

8. **Press Materials: Includes** record copies of press releases/clips, transcripts of press conferences, and other records related to news publicity generated by, and about, the Commission.  
**Disposition: Permanent.** Transfer records to the National Archives upon the termination of the Commission.
9. **Meetings:** Information related to the various meetings that were held during the life of the Commission. Includes record copy of background material for meeting.  
**Disposition: Permanent.** Transfer records to the National Archives upon the termination of the Commission.
10. **Executive Director Notes:** Personal notes of the Executive Director related to the daily operation of the Commission and the development of the Final Report.  
**Disposition: Permanent.** Transfer records to the National Archives upon the termination of the Commission.
11. **Orders and Notices:** Record copy of Orders and Notices from the Department of Transportation, mainly concerning the establishment of the Commission.  
**Disposition: Permanent.** Transfer records to the National Archives upon the termination of the Commission.
12. **Reports:** Final Report; GPO negatives from the printing of the Report; all of the background information, data, and correspondence related to the development of the Final Report.  
**Disposition: Permanent.** Transfer records to the National Archives upon the termination of the Commission.
13. **Studies:** Four (4) Studies that were completed by contractors for use by the Commission in the development of the Final Report. Studies include reports by the Progressive Policy Institute, Bear Stearns, the CATO Institute, and Transportation Group International.  
**Disposition: Permanent.** Transfer records to the National Archives upon the termination of the Commission.

14. **Testimonies:** Printed volumes of testimonies given at each of the four (4) hearings that were held by the Commission.

**Disposition: Permanent.** Transfer records to the National Archives upon the termination of the Commission.

15. **Transcripts:** Printed volumes of the transcripts of each of the four (4) hearings that were held by the Commission

**Disposition: Permanent.** Transfer records to the National Archives upon the termination of the Commission.

16. **Comments Made by the Executive Director Before Other Commissions:**

Transcripts and notes of remarks made by the Executive Director before other Commissions and Groups.

**Disposition: Permanent.** Transfer records to the National Archives upon the termination of the Commission.

17. **Working Papers:** Report drafts and other working papers of the Executive Directors.

**Disposition: Permanent.** Transfer records to the National Archives upon the termination of the Commission.

18. **Web Site of the Commission:** Maintained by the Department of Transportation, the Commission's web site consists of electronic copy of the hearings and reports maintained in paper copy. DOT plans to maintain the Web site for two years.

**Disposition: Temporary.** Delete or destroy when no longer needed for reference or administrative use by DOT.

19. **Word Processing and Electronic Records.**

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a record keeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

a. Copies that have no further administrative value after the record keeping copy is made. Includes copies maintained by individuals in

personal files, personal electronic mail directories, or other directories on hard disk or network drives, and copies on shared network drives that are used only to produce the record keeping copy.

**Disposition:** Destroy/delete within 180 days after the record keeping copy has been produced.

2. Copies used for dissemination, revision, or updating that are maintained in addition to the record keeping copy.

**Disposition:** Destroy/delete when dissemination, revision, or updating is completed.