

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>71-220-03-3</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>Dec. 13, 2002</i>	
1. FROM (Agency or establishment) Commission on Affordable Housing and Health Facility Needs for Seniors in the 21 st Century		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Margretta R. Kennedy	5. TELEPHONE (202) 708-4287	DATE 4-8-03	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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, X is not required; is attached; or has been requested.			
DATE <i>12/3/2002</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE Director of the Center for Legislative Archives	
7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)

See the Attached Pages.

cc: NWL, NAWMD, NAWMW, NAWES

Commission on Affordable Housing and Health Facility Needs for Seniors in the 21st Century

The Commission on Affordable Housing and Health Facility Needs for Seniors in the 21st Century, also referred to as the Seniors Commission, was created by Congress with Public Law 106-74, on October 20, 1999. The Commission is composed of 14 members appointed by Congress and headed by two Co-Chairpersons. Congress' mandate for the Commission is to conduct a study analyzing comprehensive aging-in-place strategies that takes into account the population increase of persons 62 years of age or older, their distribution of income levels, homeownership and home equity rates, and extent of health and independence of living to estimate the future needs of seniors for affordable housing and assisted living and health care facilities. The Seniors Commission terminated on September 30, 2002.

1. **Commission Meeting Minutes.** Contains textual, audiotape, electronic diskette records documenting the discussions and decisions made by the Commissioners during convened meetings.
 - a. **Record Copy Meeting Minutes.** Consists of textual transcripts and formal notations documenting the discussions and decisions made by the Commissioners. Arranged chronologically. Dates: 1999 – 2002. No annual accumulation expected. Current volume: approximately 2 cubic feet.

Disposition: PERMANENT. Transfer to the National Archives upon termination of Commission.
 - b. **Audiotape Copies of Meeting Minutes.** Contains audiotape cassettes from which textual copies of the Commissioners meeting minutes were transcribed. Arranged chronologically. Dates: 1999 – 2002. No annual accumulation expected. Current volume: Approximately 23 audiotape cassettes.

Disposition: TEMPORARY. Destroy when no longer needed for transcribing or for reference or when the Commission terminates, whichever is sooner.
 - c. **Electronic Diskette Copies of Meeting Minutes.** Contains the electronic word processing copies on diskette of the Commission's meeting minutes as transcribed from the audiotapes. Arranged chronologically. Dates: 1999 – 2002. No annual accumulation expected. Current volume: 14 diskettes.

Disposition: TEMPORARY. Destroy or delete when no longer needed for reference or when Commission terminates, whichever is sooner.

2. **Commissioners Working Papers.** Textual files containing the changes to report drafts recommended by the Commissioners. Arranged chronologically. Dates: 1999 – 2002. No annual accumulation expected. Current volume: approximately 1 cubic foot.

Disposition: PERMANENT. Transfer to the National Archives upon termination of Commission.

3. **Members Files.** Textual records containing biographical information about the Commissioners. Arranged alphabetically by name of Commissioner. Dates: 1999 – 2002. No annual accumulation expected. Current volume: approximately less than one inch.

Disposition: PERMANENT. Transfer to the National Archives upon termination of Commission.

4. **Task Force Records.** Contains textual records of information gathered by the Commission's task force groups to present to the Commissioners. Arranged alphabetically by Task Group name. Dates: 1999 – 2002. No annual accumulation expected. Current volume: approximately 1 cubic foot.

Disposition: PERMANENT. Transfer to the National Archives upon termination of Commission.

5. **Reports and Studies.** Contains textual records of reports and studies that were contracted for by the Commission and the Commission's Final Report. Arranged chronologically. Dates: 1999 – 2002. No annual accumulation expected. Current volume: approximately 2 inches.

Disposition: PERMANENT. Transfer to the National Archives upon termination of Commission.

6. **Staff Working Papers.** Contains the staff's notes and drafts of work created for the Commission. Arranged alphabetically by name of employee, thereunder by subject. Dates: 1999 – 2002. No annual accumulation expected. Current volume: 3 cubic feet.

Disposition: TEMPORARY. Cut off at the end of the fiscal year. Destroy when no longer needed for reference purposes or when the Commission terminates, whichever is sooner.

7. **Hearing Records.** Contains textual transcriptions, videotape copies, and audiotape cassettes of hearing testimony and panel presentations concerning Seniors' growing needs for affordable housing and health facilities.

- a. **Record Copy of Hearings.** Contains the textual transcriptions of the hearings held by the Commission. Arranged chronologically. Dates: 1999 – 2002. No annual accumulation expected. Current volume: approximately 2 cubic feet.

Disposition: PERMANENT. Transfer to the National Archives upon termination of Commission.

- b. **Videotape Copies of the Hearings.** Contains the commercial VHS videotape copies of the hearings. Arranged chronologically. Dates: 1999 – 2002. No annual accumulation expected. Current volume: approximately 2 videotape cassettes.

Disposition: PERMANENT. Transfer to the National Archives upon termination of Commission.

- c. **Audiotape Cassette Copies of the Hearings.** Contains commercial audiotape cassettes from which hearing transcriptions were made. Arranged chronological. Dates: 1999 – 2002. No annual accumulation expected. Current volume: approximately 5 audiotape cassettes.

Disposition: TEMPORARY. Destroy or delete when no longer needed for reference or when the Commission terminates, whichever is sooner.

8. **Press Releases.** Contains the textual record copy of the Commission press releases. Arranged chronologically. Dates: 1999 – 2002. No annual accumulation expected. Current volume: approximately 1 inch.

Disposition: PERMANENT. Transfer to the National Archives upon termination of Commission.

9. **Photographs of the Commission.** Contains photographic prints of the Commissioners and Commission staff with members of Congress and while performing official duties such as at Commission hearings and Commissioners meetings. Also contains the CD with the digital photographs. The photographic prints have labels identifying the persons on the prints. Unarranged. Dates: 1999 – 2002. No annual accumulation expected. Contains approximately __ prints and 1 CD.

Disposition: PERMANENT. Transfer to the National Archives upon termination of Commission.

10. **General Correspondence Subject Files.** Subject files containing textual records such as incoming and outgoing correspondence. Arranged alphabetically by subject, thereunder in reverse chronological order.

Disposition: TEMPORARY. Cut off at end of fiscal year and retire to the records center immediately. Destroy 3 years after cutoff.

11. **Contract Copies.** Contains Commission's copy of contracts. The original contracts are with the General Services Administration (GSA).

a. **Commission's Contract Copies.**

Disposition: TEMPORARY. Cut off at end of fiscal year and retire to the records center. Destroy 3 years after cutoff.

b. **All Other Contract Copies.**

Disposition: TEMPORARY. Destroy upon approval of this schedule.

12. **Reference Materials.** Contains copies of reports, brochures, publications from outside sources such as State and local housing authorities, Federal agencies, and others. Arranged by alphabetically by subject. Dates: 1999 – 2002. No annual accumulation expected. Current volume: approximately 8 inches.

Disposition: TEMPORARY. Destroy upon approval of this schedule.

13. **Website Records.** Contains electronic website distribution copies of record copy materials such as press releases, transcripts of hearings, establishing legislation, Commissioners' biographical information, photographs, and other related materials. Dates: 1999 – 2002.

Disposition: TEMPORARY. Delete 2 years after commission terminates on September 30, 2002. (Webpage will be supported by Government Printing Office.)

14. **Electronic Copies.** Electronic version of records created by electronic mail and/or word processing applications for the series contained in this schedule (Meeting Minutes, Commissioners Working Papers, Members Files, Task Force Records, Reports and Studies, Staff Working Papers, Hearing Records, general Correspondence and Contracts).

- 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.

Disposition: TEMPORARY. 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.

Disposition: TEMPORARY. Delete when dissemination, revision, or updating is complete.

Duplicative, fragmentary, nonrecord materials and items covered by the General Records Schedule may be disposed without further permission from the Commission on Affordable Housing and Health Facility Needs for Seniors in the 21st Century or other supporting Federal agencies.