Federal entities may cease operations when they are established as a temporary entity, are abolished, or functions are transferred to state or local government or private control.

Description:

The Commission on Affordable Housing and Health Facility Needs for Seniors in the 21st Century (the Seniors Commission) was created by Public Law 106-72 on October 20, 1999, to report on the housing and health needs for the next generation of seniors and offer policy and legislative recommendations for enhancing services and increasing the available housing for this rapidly growing segment of society. The Commission closed its doors Sept. 30, 2002.
REQUEST FOR RECORDS DISPOSITION AUTHORITY

To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408

1. FROM (Agency or establishment)  
Commission on Affordable Housing and Health Facility Needs for Seniors in the 21st Century

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER  
Margretta R. Kennedy

5. TELEPHONE  
(202) 708-4287

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  
12/3/2002

SIGNATURE OF AGENCY REPRESENTATIVE  
[Signature]

TITLE  
Director of the Center for Legislative Archives

See the Attached Pages.
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.


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


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


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

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


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


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


**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.

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


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


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


**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.


**Disposition:** TEMPORARY. Destroy upon approval of this schedule.


**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.