

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>N1-220-04-3</i>	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>4/5/2004</i>	
1. FROM (Agency or establishment) WHITE HOUSE COMMISSION ON REMEMBRANCE		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION N/A		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION N/A			
4. NAME OF PERSON WITH WHOM TO CONFER CARMELLA LASPADA	5. TELEPHONE NUMBER 202-783-4665	DATE <i>7-2-04</i>	ARCHIVIST OF THE UNITED STATES <i>J.W. Carl</i>
<p>6. AGENCY CERTIFICATION</p> <p>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>3</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,</p> <p style="text-align: center;"> <input checked="checked" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested. </p>			
DATE <i>2/10/2004</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Carmella Laspada.</i>		TITLE WHITE HOUSE LIASON AND EXECUTIVE DIRECTOR
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	ATTACHED RECORDS SCHEDULE FOR FULL TITLE OF COMMISSION		
	<i>cc Agency furnished NARA NUME NUMW</i>		

White House Commission on the National Moment of Remembrance

1) Commission's Files:

a. Original correspondence to and from the Chairman of the Commission regarding official business, including letters, interoffice memoranda, press releases, comments and printed electronic mail messages which contain substantive information regarding the White House Commission on the National Moment of Remembrance.

Disposition: Permanent. Cut off files at the end of each calendar year. Retire to Washington National Records Center (WNRC) 5 years after cut off. Transfer to the National Archives and Records Administration (NARA) 10 years after cut off.

b. Commission Member Files: Copies of travel authorizations, presidential appointments, nomination information, financial disclosure statements. (The White House Office of Presidential Appointments has the original documents).

Disposition: Temporary. Cut off files at the end of each member's term. Destroy 5 years after cut off.

c. Correspondence to and from the general public with routine inquiries and answers.

Disposition: Temporary. Cut off files at the end of the calendar year in which the file was closed. Destroy 5 years after cut off.

2) Commission Meeting Minutes and Testimony Files: Contains Commission history and preliminary organization meetings minutes. Records also include transcript of Commission meeting minutes including agenda, draft topic reports with supporting documents and/or publications, and report comments. Also includes transcripts from Commission member-only meetings as well as transcripts of budget hearings and testimonies before Congressional committees.

Disposition: Permanent. Cut off files at the end of each calendar year. Retire to the Federal Records Center 5 years after cut off. Transfer to NARA 10 years after cut off.

3) Program Files: Educational data, including posters, flyers, digital pictures, Beta video tapes, and audio CD's of "Taps" that document activities and events to promote and educate the public on the purpose and mission of the Memorial Day holiday.

Disposition: Permanent. Cut off files at the end of the calendar year in which the file was closed. Retire two copies to the Federal Records Center 2 years after cut off. Transfer two copies to NARA 10 years after cut off.

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4) Reports and Projects:

a. Congressional reports, budget hearing reports, After Action reports, research projects, staff reports, annual reports and any other publications prepared by the Commission.

Disposition: Permanent. Cut off files at the end of the calendar year in which the file was closed. Retire to the Federal Records Center 5 years after cut off. Transfer to NARA 10 years after cut off.

b. Working Papers and Research Materials: Working papers, research materials, drafts, and background information used to develop final reports and projects.

Disposition: Temporary. Destroy one year after completion of the final report or project.

c. All other copies of final reports and publications:

Disposition: Temporary. Destroy when no longer needed for reference or dissemination.

5) General Administration Files: Copies of routine procurement and financial reports, general travel and transportation files including travel orders and vouchers processed and paid by VA and where VA maintains the official recordkeeping copy.

Disposition: Temporary. Destroy 2 years after final payment.

6) Electronic Mail and Word Processing System Copies: Electronic copies of records that are created on electronic mail and word processing systems to generate a recordkeeping copy of records.

Disposition: Temporary. Delete after recordkeeping copy has been produced.

7) Web Page Records: Contains information about the activities of the Commission and its members. Included are web site policy and planning files, records created during the implementation of the web site, electronic copies as inputs to the site, web site page content files and code, electronic images that the end user of the site sees (outputs), web site use and control reports, web site screen printouts (archives), system documentation, web design records, web site change control records, web site migration records, and system configuration software.

Disposition: TEMPORARY. Delete one year after termination of the Commission.

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8. Special Media. Moving Picture (MPEG) is the file extension for MPEG moving picture. Audio recording (MP3) is the file extension for MP3 audio layer 3. Layer 3 is one of three coding schemes for the compression of audio signals. MPEG on CD contains information about the activities of the Commission and its members and ceremonies conducted on behalf of the National Moment of Remembrance.

Disposition: Temporary. Destroy 5 years after production.