

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NI-220-04-6</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>5/3/04</i>	
1. FROM (Agency or establishment) US National Commission on Libraries and Information Science		NOTIFICATION TO AGENCY	
1110 Vermont Ave. #820, Washington, DC 20005		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Sisters Library Program			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Kim Miller	5. TELEPHONE NUMBER 202-606-9200	DATE <i>12-8-04</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>
5. 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>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,  <input type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>4/29/04</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>YK</i>		TITLE <i>Special Assistant-Technical</i>
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Sisters' Library Program Records  SEE ATTACHED SHEET(S)		

*RA copy - see T-10 1/28/04*

**US National Commission on Libraries and Information Science  
(NCLIS)  
Sisters Library Program  
White House Millennium Council Project  
William J. Clinton Administration  
1998 through 2001**

The National Commission on Libraries and Information Science (NCLIS) sponsored the "Sister Libraries" millennium project, pairing American libraries with libraries in other parts of the United States or outside the United States to encourage an exchange of professional and cultural information. The First Lady, Hillary Rodham Clinton, was the Honorary Chair of this project.

The "Sister Libraries" project was an initiative of the Commission, coming out of the White House Millennium Council projects. Sister Cities International joined with the Commission to identify and recruit foreign libraries as participants. The Commission worked with the American Library Association (ALA) to identify and recruit American libraries as participants.

The project involved the library staff and the library patrons at each Sister Library. The Internet and Worldwide Web made it possible, as never before, for libraries in our country to communicate with each other and with libraries around the world. The Commission was particularly interested in using this as an opportunity for children to communicate with other children both nationally and internationally and through that contact to learn from one another about their similarities and differences. It introduced children to languages and cultures other than their own.

1. **General Subject Files.** Includes program background, program authorization, progress reports, final draft report, budgets and costs, correspondence, copies of emails, faxes, marketing and press materials, funding, meetings, event schedules, samples of publications, various national and international associations coordination, sample photographs from Sister Library events worldwide, and program evaluations.

**PERMANENT.** Transfer to NARA upon approval of this schedule. Cubic Ft. 1

2. **Application Files.** Includes completed forms, copies of emails, tracking forms and controls used to enter data into project data base, and selection criteria.

**TEMPORARY.** Cut off at end of fiscal year. Delete/Destroy 3 years after cut off.

3. **Samples of Programs by Sister Libraries.** Copies of participant library programs, photos, videos, newspaper and newsletter articles, children's letters on how the program was implemented and correspondence between Sister Libraries.

**PERMANENT.** Transfer to NARA upon approval of this schedule. Cubic Ft. 1

4. **Sisters Library Database.** Includes data and reports created and maintained electronically in an MS Access 98 database. Data used to control applications and contact information.

- a. Inputs: Documents or forms used to create, update, or modify the records in the database.

Disposition: **TEMPORARY.** Delete/destroy after information has been entered into the system and verified.

- b. Master File

Disposition: **TEMPORARY.** Cut off upon termination of program. Delete/destroy after 3 years after cut off.

- c. Outputs

- i. Reports

Disposition: **TEMPORARY.** Delete/destroy when superseded by new inventory report or when no longer needed for administrative purposes.

- d. System Documentation

Disposition: **TEMPORARY.** Cut off when the system is superseded and/or replaced. Delete/destroy 2 years after cut off or when no longer need for reference, whichever is later.

5. **Electronic Mail and Word Processing System Copies.** Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping 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. Includes sample correspondence templates, mailing lists, labels and other items related to correspondence and production of program materials; forms and other publications.

**TEMPORARY.** GRS 5.5

- 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.

Destroy/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.

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

- c. Copies used for reference and development of agency history.

Destroy/delete when no longer needed for reference.

Item 5i(1)b: Subject Files: **Temporary**. Includes printing invoices, approvals and materials related to the creation, design and approval of the seal and/or logo. Cut off at end of FY. Delete/destroy 7 years after cut off or when no longer needed for reference, whichever is later.

Item 5i(2) Artwork, Designs and Samples has a proposed temporary disposition that is sufficient to meet NCLIS business needs. I recommend approval provided the disposition instructions are revised to read:

Delete/destroy when no longer needed for publication.

Items 6 Word Processing and E-mail Not Covered Elsewhere on This Schedule and Item 7 Electronic Spreadsheets Not Covered Elsewhere on This Schedule both have a proposed temporary disposition that is sufficient to meet agency business needs. Records generated by word processing, electronic mail and spreadsheets are used primarily to monitor resources, including tracking of staff time and local expenses, such as taxi cab rides. At present NCLIS does not have any formal records management policies; however, it adheres to a “print and file” practice, therefore the records created by word processing, electronic mail and spreadsheets do not have long-term value once the record copy is produced and verified.

For Item 6, I recommend approval provided the GRS citation is removed.

Item	Citation	Change to:	Add citation
6	GRS 5, Item 5	Delete citation	

For Item 7, I recommend approval provided the series description is revised to read:

Electronic copies of records that created on spreadsheets and used solely to produce the record keeping copy or track information created by other record items in this schedule or maintained by the Department of Education. Reports generated by these databases are included in other items of this schedule.

**Job No. N1-220-04-5**

NCLIS submits Job No. N1-220-04-5 (copy attached) to cover Budget Files of the Budget and Finance division. This schedule has five sub-series of which one is proposed to have permanent value (NCLIS Annual Budget), three are GRS items (Budget Report Files, Budget Apportionment and Allotment Files, and Electronic Mail / Word Processing System

Copies).

Item 1 NCLIS Annual Budget Files include materials not covered by GRS 5, such as budget policies, legislation, and policy decisions affecting NCLIS programs. These files contain funding proposals, legislative proposals, presentations to Congress and OMB, and support by various national and international officials, the public and interested groups. They represent an overview of US government's emphasis and efforts in national library management. The series is arranged by House, Senate, OMB, appeals and letters of support. The total annual accumulation is approximately 0.3 cubic feet ; the total volume 1982-1999 is 5 cubic feet . Proposed disposition instructions call for transfer to NARA in five-year blocks. I recommend approval.

Item 2 Budget Report Files, Item 3 Budget Apportionment and Allotment Files, and Item 4 E-mail and Word Processing Copies reiterate GRS 5 items 3-5, respectively and are sufficient to meet agency business needs.

Item 5 Electronic Spreadsheet Data includes data that is used to track other items covered by this schedule. The proposed retention, cut off at the end of the fiscal year, delete/destroy 2years after cut off, is sufficient to meet agency business needs. I recommend approval

**Job No. N1-220-04-6**

NCLIS submits Job No. N1-220-04-6 (copy attached) to cover records of the Sisters Library Program. The Sisters Library Program (1998-2001) was a White House Millennium Council Project under the Clinton Administration. The program paired American libraries with libraries in other parts of the United States and abroad to encourage professional and culture information exchanges, especially between children and with the Internet and worldwide web. This program worked closely with the Sister Cities International and American Library Association (ALA). The program, which ended in 2001, five sub-series: General Subject Files, Application Files, and Samples of Program by Sister Libraries, Sisters Library Database, and Electronic Mail / Word Processing System Copies.

Item 1 General Subject Files include background information on the Sisters Library Program, authorization, reports, budgets, press materials, publications, program evaluations, and sample photographs of Sister Library events. Item 3 Samples of Programs by Sister Libraries include copies of participant library programs, videos, press materials, correspondence between libraries and from children. As the millennial program has ended, both series are closed and together total 2 cubic feet of records that warrant long-term preservation as they document national and international literacy efforts at the end of the twentieth-century. The records also document U.S. and foreign collaboration and co-

sponsored educational initiatives. I recommend approval.

Item 2 Application files, Item 4 Sisters Library Database, and Item 5 Electronic Mail/Word Processing System Copies all have temporary value that do not warrant long-term preservation. Application files include forms and e-mails used to enter data in the project database, track progress, and facilitate selection. The Database is an MS Access 98 database used to control applications and contact information. E-mail and Word Processing Copies have no long-term value once the record copy was produced and verified. The proposed disposition adheres is sufficient to meet agency business needs.

**Job No. N1-220-04-7**

NCLIS submits Job No. N1-220-04-7 (copy attached) to cover records of the second White House Conference on Libraries and Information Services (WHCLIS II) that was held under the George H. W. Bush Administration as a follow up to the 1979 WHCLIS. By 1989 85% of the recommendations that resulted from WHCLIS I had been implemented. The purpose of second Conference was to evaluate progress and to identify new themes and actions needed to enhance American libraries, literacy, education and library services for Native Americans. This job consists of ten sub-series of which six sub-series are proposed for permanent retention: Subject Program Files (item 1b), Audio and Video Tapes, Poster, Photographs, Joint Congressional Hearing and Post Conference Open Forum Files. Four additional sub-series, which are proposed for temporary retention and do not warrant long-term preservation by NARA, include Subject Administrative Files (item 1a), Delegate Information Materials, State Plans, and Electronic Mail / Word Processing System Copies.

Item 1 Subject Files, 1989 – 1992, contain administrative and program materials relating to planning and presentation of the WHCLIS II. Item 1a Administrative Files do not warrant long-term preservation as the files consist of mailing lists, travel, meeting arrangements, and general administrative matters such as budget, finance, guidelines, correspondence, and audit reports. The proposed disposition, cut off at end of conference, delete/destroy seven years after cut off, is sufficient to comply with audits and protect the interests of the agency and government. Item 1b Program Files, totaling 6 cubic feet, warrants long-term preservation by NARA as this documents the program and special interests, including Native American focus, of the conference and subsequent initiatives. These materials include documents relating to conference planning, themes, topics, reports by NCLIS Executive Director, advisory and other committees, Presidential statements, legal opinions, state programs, Native Americans, information packets, and interagency task force(s). I recommend approval.

Item 2 Delegate Information Material consists of microfilm copies of briefing materials sent to Commissioners. This constitutes a portion of the records that comprise the Program Files, which are proposed for permanent retention. Therefore, this item does not warrant long-term preservation by NARA and will be offered to the University of Michigan, Harlan Hatcher Memorial Library, pending clarification of the depository agreement NCLIS has with UM and the return of records that have been appraised as permanent to NCLIS for transfer to NARA. I recommend approval.

Item 3 Audio Tapes consists of 12 audiocassettes of the WHCLIS II conference, July 9 – 13, 1991. Cassettes cover the keynote, opening ceremonies, debates, dinners and closing banquet. Featured speakers include Marilyn Quayle, Paul Simon, Newt Gingrich, Lamar Alexander, Debra Katz and William Esrey. These tapes warrant long-term preservation by NARA as they document the conference and literacy champions in ways that would not be captured in other record series. I recommend approval.

Item 4 Video Tapes consists of 9 cassettes of NCLIS programs, promotional clips and conferences that date from 1979 – 1991 with three that are undated. Formats include VHS, Beta and OS. Titles include “*Bringing Information to the People*”, “*Building Partnerships for our Future*”, “*Library and Information Services for the 21<sup>st</sup> Century*”, “*Library Essay*”, and “*To Read; To Think; To Grow.*” These tapes warrant long-term preservation by NARA as they document the agency’s activities and provide a glimpse into the information literacy programs of the late twentieth-century. I recommend approval.

Item 5 State Plans consist of budgets and 5-year plans on how each state manages its libraries. These documents do not warrant long-term preservation as they are updated regularly. The proposed retention is sufficient to meet agency busy needs and protect the rights and interests of government. I recommend approval.

Item 6 Poster is the WHCLIS II conference poster, which warrants long-term preservation and should be transferred with its negative to NARA upon approval of this schedule.(Note: NCLIS has only one copy extant.) I recommend approval.

Item 7 Photographs include conference attendees, joint congressional hearing, committees, President George H. W. and Barbara Bush. Formats range from 3x5”, 5x7”, b/w, color, and contact prints. The total volume is approximately 100 images of which the proposed disposition calls for NARA to select representative photographs for permanent retention; the remaining images will be retained by NCLIS as needed for reference and then transferred to the University of Michigan. I recommend approval.

Item 8 Joint Congressional Hearing materials consist of the background materials and final



copy of Education and Labor Serial No. 102-59 titled *Library And Information Services For Literacy, Productivity, and Democracy: Joint Hearing Before the Subcommittee on Education, Arts, and Humanities of the Committee on Labor and Human Resources, United States Senate, and the Subcommittee on Labor-Management Relations of the Committee on Education and Labor, House of Representatives, One Hundred Second Congress, First Session, Oversight Hearing at the White House Conference on Library and Information Services, July 11, 1991*. The total volume is less than 1 cubic feet. I recommend approval.

Item 9 Post Conference Open Forum Files document the products that resulted from the WHCLIS II and include presentations, as well as new policies and agreements that prioritize and set the agenda for future NCLIS projects. Total volume is 1 cubic feet . I recommend approval.

Item 10 E-mail and Word Processing Copies have no long-term value once the record copy was produced and verified. The proposed disposition is sufficient to meet agency business needs. I recommend approval.

### **Conclusion**

The proposed dispositions in Job Nos. N1-220-04-5, -6, and -7 are sufficient to document the national experience, meet agency and government business needs and protect the rights and interests of citizens. I recommend approval of these schedules after the depository agreement with the University of Michigan is clarified and records that were transferred prematurely are returned to NCLIS for transfer to NARA and the changes noted above are made.

AIMEE M. FELKER  
Life Cycle Management Division