

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See instructions on separate page)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-220-04-10	
1. FROM (Agency or establishment) Department of the Interior		DATE RECEIVED 7-20-2004	
2. MAJOR SUBDIVISION Dayton Aviation Heritage Commission		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Anthony Schulimbrene	5. TELEPHONE 937-475-7627	DATE 10-27-04	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 3 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,

is not required; is attached; or has been requested.

DATE 2 July 04	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE Executive Director
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See attached pages.		
	<i>cc Agency DR</i>		

The Dayton Aviation Heritage Commission was chartered in 1999 to oversee Federal involvement in the celebrations and activities surrounding the 2003 "Centennial of Flight" commemorating the 100th anniversary of powered flight December 17, 1903. The Commission was directed by a loaned executive from Wright-Patterson Air Force Base, and housed at the Dayton Aviation Heritage National Park. Its sunset date was December 31, 2003. Certain aspects of its work were continued under the Dayton Aviation Heritage Foundation, chartered in 2004. The Commission interacted with the Centennial of Flight Commission overseeing Federal involvement with nationwide centennial observances. A schedule covering its records was submitted to NARA under job number N1-220-04-2.

A decision was made by the Commission that its record copies were to be in paper format. Presentation materials therefore, while created and used electronically, exist in this collection in paper. This general policy was altered, however, recognizing that digital photographs do not retain all their characteristics when printed on paper. As a result, this schedule includes both paper and digital photographs.

Total volume of permanent records: less than three cubic feet.
Annual accumulation: None. This is a closed series.

1. Commission meeting files. Agendas, minutes, committee reports, action lists, and other documentation of Commission meetings.

Permanent. Cut off at Commission sunset. Retire to records center 6 months after cut-off. Transfer to NARA 5 years after cut-off.

2. Committee meeting files. Working files of committees, summarized in committee reports preserved in the Commission meetings series.

Temporary. Cut off at Commission sunset. Destroy 5 years after cut-off.

3. Policy files. Charter, record copy of handbooks, Standard Operating Procedures documents, and other records governing DAHC existence and actions.

Permanent. Cut off at Commission sunset. Retire to records center 6 months after cut-off. Transfer to NARA 5 years after cut-off.

4. Cooperative agreements and institutional relations files. Records of agreements signed with other government and private entities, and informal interaction with other organizations involved in the greater Centennial of Flight celebrations.

Permanent. Cut off at Commission sunset. Retire to records center 6 months after cut-off. Transfer to NARA 5 years after cut-off.

5. Project subject files. Correspondence, memoranda, records of meetings, and other material documenting projects either superintended by DAHC, or in which DAHC was a participant.

Permanent. Cut off at Commission sunset. Retire to records center 6 months after cut-off. Transfer to NARA 5 years after cut-off.

6. Publicity materials. Presentations made to other entities, record copies of printed materials produced for distribution, press releases, and media interaction.

Permanent. Cut off at Commission sunset. Retire to records center 6 months after cut-off. Transfer to NARA 5 years after cut-off.

7. Reports. Interim and final reports of DAHC covering all Commission activities.

Permanent. Cut off at Commission sunset. Retire to records center 6 months after cut-off. Transfer to NARA 5 years after cut-off.

8. Photographs.

- A. Still photographs documenting all phases of planning as well as Centennial of Flight activities and meeting requirements for transfer to NARA under 36 CFR § 1228.266.

Permanent. Cut off at Commission sunset. Retire to records center 6 months after cut-off. Offer to NARA 5 years after cutoff in accordance with 36 CFR § 1228.266 and/or current transfer instructions specific to individual formats.

- B. Still photographs lacking captioning or other requirements of 36 CFR § 1228.266 and thereby inadmissible for transfer to NARA.

Temporary. Cut off at Commission sunset. Destroy 5 years after cut-off. Donation to another institution is authorized.

9. Financial management files. Bank statements, invoices and settlements, donations, and other records tracking income and expenses.

Temporary. Cut off at Commission sunset. Destroy 6 years and 3 months after cut-off. (GRS 6.1a)

10. Budget files. Budget estimates, approval, and tracking.

Temporary. Cut off at Commission sunset. Destroy 2 years after cut-off. (GRS 5.1 and 5.2)
11. Contract files. Correspondence and related papers pertaining to award, administration, receipt, inspection and payment.

Temporary. Cut off at Commission sunset. Destroy 6 years and 3 months after cut-off. (GRS 3.3a1a)
12. Administrative records. Records relating to internal administration or housekeeping activities and other materials that do not serve as unique documentation of DAHC programs.

Temporary. Cut off at Commission sunset. Destroy 5 years after cut-off.
13. Reference and convenience copies of records described in items 1 through 12.

Non-record. Destroy at Commission sunset or when no longer needed.
14. Electronic copies of records created on electronic mail and word processing systems used solely to generate a recordkeeping copy of records covered by the other items in this schedule, and electronic copies of records created on electronic mail and word processing systems maintained for updating, revision, or dissemination.
 - A. Copies that have no further administrative value after 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 used only to produce the recordkeeping copy.

Destroy/delete within 180 days after the recordkeeping copy is 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.