

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>71-220-05-1</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>9/29/2004</i>	
1. FROM (Agency or establishment) U.S. Commission on Ocean Policy		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Sylvia Boone	5. TELEPHONE NUMBER 202-418-3442	DATE <i>3/11/05</i>	ARCHIVIST OF THE UNITED STATES <i>Allen Weinstein</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 <u>2</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, <div style="display: flex; justify-content: space-around;"> <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested. </div>			
DATE <i>9/21/04</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Sylvia Boone</i>		TITLE Administrative Officer
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	Commission Chairman's Files Disposition: Permanent Commission Members' Files Disposition: Temporary		
2	Commission Meeting Minutes and Testimony Files Disposition: Permanent		
3	Reports and Projects Disposition: Permanent Working Papers and Research Materials Disposition: Temporary		
4	Electronic Mail/Word Processing System Copies Disposition: Temporary		
5	Web Page Records Disposition: Temporary		
6	Special Media – Videocassette, DVD, and VHS Disposition: Permanent		

3/15/05 copies sent to [unclear] NWME, NWMS, NWOS, NWOT

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1. Chairman's Files:

- a. Original correspondence to and from the Chairman of the U.S. Commission on Ocean Policy regarding official business, including letters, interoffice memoranda, press releases, comments and printed electronic mail messages which contain substantive information regarding the Commission.

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

- b. Commission Members' Files: Copies of presidential appointments and general correspondence (to and from the general public with routine inquiries and answers).

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

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

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

3. Reports and Projects:

- a. Congressional reports, budget hearing reports, 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 five years after completion of the final report.

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4. Electronic Mail and Word Processing System Copies: Electronic copies of speeches and draft/preliminary reports created in word processing systems to generate a recordkeeping copy.

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

5. Web Page Records

Website. 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 five years after termination of the Commission.

6. Special Media: Videocassette, DVD, and VHS – Videos produced by the Commission and/or its contractors that detail the history of the Commission's activities, open meetings, and progress of the Commission's finding, preliminary, and final report.

Disposition: Permanent. Transfer to the National Archives and Records Administration one year after production in accordance with 36 CFR 1228.266 Audiovisual Records.