Schedule Number: N1-220-07-001

When functions are reassigned to another agency or department, the gaining agency must schedule the records.

Description:

The National Commission on Libraries and Information Science was established as an independent commission within the Executive branch by the National Commission on Libraries and Information Science Act (Pub. L. 91-345) on July 20, 1970.

The National Commission on Libraries and Information Science was consolidated into the Institute of Museum and Library Services in 2008.

Date Reported: 6/22/2020
**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

**TO:** NATIONAL ARCHIVES & RECORDS ADMINISTRATION  
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001

**Date received:** 10/02/06

1. **FROM (Agency or establishment):**  
   National Commission on Libraries and Information Science

2. **MAJOR SUBDIVISION:**  
   Executive Director

3. **MINOR SUBDIVISION:**

4. **NAME OF PERSON WITH WHOM TO CONFER:**  
   Madeleine McCain

5. **TELEPHONE NUMBER:**  
   202-606-9200

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 9 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,

   - [ ] is not required  
   - [ ] is attached; or  
   - [ ] has been requested.

7. **ITEM NO.**

8. **DESCRIPTION OF ITEM AND PROPOSED DISPOSITION:**

   NCLIS Audiovisual Files

   SEE ATTACHED SHEET(S)

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**STANDARD FORM 115 (REV. 3-91)**

Prescribed by NARA 36 CFR 1228

115-109 PREVIOUS EDITION NOT USABLE

(9/7/07)
Records Schedule
National Commission on Libraries and Information Science

Audiovisual Records

1. Digital and analog photographs of routine award ceremonies, social events, and activities not related to the mission of the agency. TEMPORARY. Destroy/delete when 1 year old. (GRS 21.1)

2. Digital and analog photographs documenting routine daily activities related to the mission of the Agency, such as photographs of presentations by agency staff, photographs taken at retreats for agency management, group photographs of commissioners, etc., which are not covered by other scheduled items. TEMPORARY. Cut off one month after related activity and distribution to involved parties. Destroy/delete 3 years after cutoff.

3. Photographs documenting historically significant activities related to the mission of the agency but not covered in other schedules, such as meetings with state agencies, international meetings, forums that originated from major conferences, Congressional presentations, and official photos of Presidentially-appointed commissioners.
   a. Printed black and white and color copies, and contact sheets. (Volume: approximately 3 cubic feet. Date range: 1972 to 2007. PERMANENT. Cut off at the end of event. Transfer to NARA immediately.
   b. Digital copies, with any accompanying system documentation and any electronic finding aid for digital images. PERMANENT. Transfer to NARA before agency ceases to exist in accordance with 36 CFR 1228.270 and any supplemental guidance in effect at the time of transfer.

4. Routine Artwork for Handbills, Flyers, Posters, Letterhead, and other Graphics. TEMPORARY. Media: Digital. Erase/destroy when no longer needed for publication or reprinting (GRS 21.6)

5. Recordings of Meetings Made Exclusively for Note Taking or Transcription, but not involving the Direct Mission of NCLIS. Examples are notes from NCES, COSLA and other joint meetings TEMPORARY. Cut off after transcription is approved and distributed. Destroy immediately after use. (GRS 21.22)

6. Recordings of Commission Meetings Made Exclusively for Transcription, and involving the Direct Mission of NCLIS. Examples include periodic commission meetings and meetings associated with hearings. TEMPORARY. Cut off after transcription is approved and paper version is distributed. Destroy immediately after use.

7. Posters. Copy of official posters related to anniversaries and special conferences. Volume: 2 posters. PERMANENT. Cut off when no longer needed for publication. Transfer two copies of each poster to NARA immediately.