

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-220-09-1	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 8/18/09	
1 FROM (Agency or establishment) National Prison Rape Elimination 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2 MAJOR SUBDIVISION			
3 MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Jenni Trovillion	5. TELEPHONE NUMBER 202-233-1092	DATE 08/18/09	ARCHIVIST OF THE UNITED STATES DPA
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 _____ 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 checked="" type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE August 11, 2009	SIGNATURE OF AGENCY REPRESENTATIVE Margaret M. Chiara		TITLE Executive Director (ACTING)
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See attached.		

1. Files documenting the Commission's establishment, membership, policy, Organization, deliberations, findings, and recommendations, including such records as

- Original charter, organization charts, directives or memorandums to staff concerning their responsibilities, and other materials that document the organization and functions of the Commission and its components.
- Agendas, minutes, testimony, and transcripts of meetings and hearings.
- Reports, studies, news releases, and commissioners' speeches.
- Correspondence, subject and other files maintained by key commission staff, such as the executive director and legal counsel documenting the functions of the commission.
- Substantive records relating to research studies and other projects, including unpublished studies and reports and substantive research materials.
- Correspondence, briefing books, agendas, appropriations reports and other records relating to substantive interactions with Congress.
- Documentation of subcommittees, working groups, or other subgroups of advisory committees, that support their reports and recommendations to the full or parent committee. This documentation may include, but is not limited to minutes, transcripts, reports, correspondence, briefing materials, and other related records.
- Documentation of formally designated subcommittees and working groups. This documentation may include, but is not limited to minutes, transcripts, reports, correspondence, briefing materials, and other related records.
- Final report and proposed standards presented to the President, Congress, the Attorney General, the Secretary of Health and Human Services, and other Federal and State officials.

PERMANENT. Transfer to the National Archives on termination of the Commission.

2. Files that relate to day-to-day Commission activities and/or do not contain unique information of historical value, including such records as

- Correspondence, reference and working files of Commission staff (excluding files covered by Item 1).
- Audiotapes and videotapes of Commission meetings and hearings that have been fully transcribed, informal still photographs and slides of Commission members and staff, meetings, hearings, and other events.
- Other routine records, such as public mail, requests for information, consultant personnel files, records relating to logistical aspects of Commission meetings and hearings, etc.

TEMPORARY. Destroy/delete ~~when 3 years old.~~ *immediately upon termination of Commission. LC*

3. Web site records

a. Electronic version of web site.

The University of North Texas

PERMANENT. Transfer to ~~National Archives~~ on termination of commission.

~~the~~ *Affiliated Archive LL*

b. Design, management, and technical operation records.

TEMPORARY. Destroy/delete on termination of commission or when no longer needed.