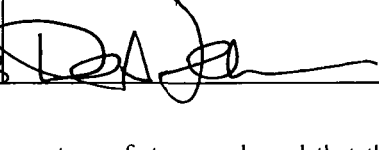
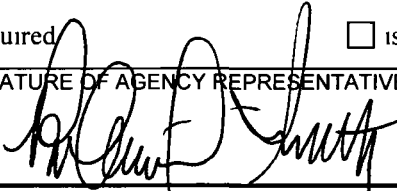


REQUEST FOR RECORDS		POSITION AUTHORITY		JOB NUMBER 1BER N1-220-2013-1	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001				Date received 3/26/2013	
1 FROM (Agency or establishment) Jamestown 400 th Commemoration Commission				NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION				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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Melanie Pereira		5 TELEPHONE NUMBER 757-856-1254		DATE 11 August 2013	ARCHIVIST OF THE UNITED STATES 
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 checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested					
DATE 03/18/13		SIGNATURE OF AGENCY REPRESENTATIVE 		TITLE P Daniel Smith Superintendent, Colonial National Historical Park and member of Jamestown Commission	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)		
	Please See Attached				

Jamestown 400th Commemoration Commission

The Jamestown 400th Commemoration Commission (J4CC) was established by Congress on Dec 23, 2000 to plan events to commemorate the 400th anniversary of the founding of Jamestown in Virginia. In the spring of 2003, Secretary of the Interior Gale Norton appointed the 16 members of the commission, including the commission's chairman, Frank B. Atkinson.

From 2003 – 2007 the commission worked with various state and local authorities in Virginia as well as representatives from the United Kingdom to plan a series of events and initiatives collectively known as *America's 400th Anniversary*. The Jamestown 2007 Steering Committee from the state of Virginia coordinated the commemoration efforts. The J4CC disbanded after submitting the *Final Report of the Jamestown 400th Commemoration Commission* to Congress in 2008. The records of the commission were held in a National Parks Service storage facility at Historic Jamestown until they were appraised in January of 2013.

1. General Records of the Commission

Materials that document the proceedings and structure of the commission. Includes binders of materials documenting formal meetings of the J4CC as well as joint meetings with the Steering Committee and significant subcommittee meetings. Records include agendas, bylaws, meeting minutes, transcripts, lists of attendees, memos, minutes, executive summaries, and program overviews providing status updates on event plans. Also includes Chairman's Memo binders and Chairman's Reports to the Commission distributed to commission members and working groups between meetings summarizing activities providing direction. The volume for these records is 8 cubic feet.

Disposition: PERMANENT. Transfer to the National Archives immediately upon approval of this schedule.

2. Working Files of the Commission

Drafts of reports, briefing papers, proposals, research files, weekly status updates from subcommittees and working groups, general correspondence, general donor information, public relations proposals, and other working files created during the course of the commission's work.

Disposition: TEMPORARY. Destroy upon approval of this schedule.

3. Reports

Final versions of reports, including the J4CC's final report, as well as annual reports and summaries published by the commission. The volume for these records is 5 cubic feet.

Disposition: PERMANENT. Transfer to the National Archives immediately upon approval of this schedule.

4. Publications

a Final publications. Record copy of publications including newsletters, brochures, and other promotional materials created by the commission to publicize events. The volume for these records is 2 cubic feet

Disposition: PERMANENT. Transfer to the National Archives immediately upon approval of this schedule

b Posters

Disposition: PERMANENT. Transfer to the National Archives immediately upon approval of this schedule

c Drafts of publications

Disposition: TEMPORARY. Destroy upon approval of this schedule

5. Significant Commission Correspondence

Includes letters to and from heads of state, dignitaries, and high-level government officials regarding the celebrations. The volume for these records is 2 cubic feet

Disposition: PERMANENT. Transfer to the National Archives immediately upon approval of this schedule

6. Background Research Material

Materials used for background research in planning events and meetings. Includes press clippings, travel research documents, materials gathered in researching and attending similar events for planning purposes, and general correspondence. Also included are supporting materials for other sources and reference materials

Disposition: TEMPORARY. Destroy upon approval of this schedule

7. Official Event Materials

a Final event materials. Includes final presentations, overviews, schedules of events, information given to formal delegates and participants, educational curriculum and material, press releases, speeches, event scripts, schedules, and invitations. Also includes binders describing Federal agency participation, planning for presidential and British royal visits, and other significant events. The volume for these records is 1 cubic foot

Disposition: PERMANENT. Transfer to the National Archives immediately upon approval of this schedule

- b Administrative and background material for events Includes drafts of final presentations, conference proposals, speeches, scripts, general talking points schedules, and invitations, training material presented to staff in advance of events, logistical information, vendor information, and cooperative agreements

Disposition TEMPORARY Destroy upon approval of this schedule

8. Financial Records

These files deal with budgeting for appropriated and donated funds, including forecasting and financial progress reports, audit reports, and expense reports

Disposition. TEMPORARY Destroy upon approval of this schedule

9. Administrative Procedures

Binders and folders containing administrative procedures dealing with procurement, scheduling, contact information, and general community information such as referrals, maps, and area highlights

Disposition TEMPORARY Destroy upon approval of this schedule

10. Digital Photo, Audio, and Video files

Mixed media files on CD and DVD, including digital images (JPEG or TIFF format), video recordings on DVD, and audio files (cassette and DVD) of events and educational materials commissioned for the celebrations All special media is contained in one FRC box A handwritten finding aid for many of the discs providing standard metadata about the event location and details is included in the box Most items are labeled The total volume for these records is 1.5 cubic feet

- a. Digital images CDs and DVDs of JPEG and TIFF images related to J4CC events

Disposition PERMANENT Transfer to the National Archives immediately upon approval of this schedule

- b. Video recordings DVDs of J4CC events and productions.

Disposition PERMANENT Transfer to the National Archives immediately upon approval of this schedule

- c. Audio recordings Cassette tapes and DVDs related to J4CC events and select commission meetings

Disposition PERMANENT. Transfer to the National Archives immediately upon

approval of this schedule

11. Website

a. Electronic version of website material This is the official commission website

Disposition. PERMANENT The website will be transferred to the University of North Texas (UNT) upon termination of the Commission under the provisions of the affiliated archives relationship established in 2006 (<http://www.archives.gov/press/press-releases/2006/nr06-99.html>)

b. Website design, management and operation records

Disposition. TEMPORARY Destroy upon approval of this schedule