

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO NI-220-89-1	DATE RECEIVED 3-3-89
1 FROM (Agency or establishment) Department of Education		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Office of Education/WEEA Program		In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3 MINOR SUBDIVISION Advisory Council/ Womens's Educational Programs		ARCHIVIST OF THE UNITED STATES	
4 NAME OF PERSON WITH WHOM TO CONFER Elayne Blackman	5 TELEPHONE EXT 732-5343	DATE 5/18/89	<i>get's</i> Claudia J. Smith
6 CERTIFICATE OF AGENCY REPRESENTATIVE			

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 4 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

B DATE 02-28-1989	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Norma Fenwick</i>	D TITLE Records Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
1.	<p><u>Meeting Files.</u></p> <p>a. Textual records. 1975-88, 24 inches, Boxes 1-5. Arranged chronologically.</p> <p>b. Audio tapes. 1979-85, Boxes 7-8. Arranged roughly chronologically.</p> <p>The textual records consist of agenda, minutes, and documents to be considered. Some of the minutes are placed in a briefing book and others are included in information packets. The audio tapes are recordings of full council, executive council, and special committee meetings.</p> <p>DISPOSITION: PERMANENT. Transfer to the National Archives upon approval of this schedule.</p>		
2.	<p><u>Council Correspondence.</u></p> <p>1978--88, 10 inches, Boxes 2,4,6. Arranged chronologically.</p> <p>Copies of letters and policy and administrative memoranda to White House officials, DoE administrators, and NACWEP members concerning the</p>		

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	<p>statutory responsibilities, organization, functions, and regulatory activities of the council.</p> <p>DISPOSITION: PERMANENT. Transfer to the National Archives upon approval of this schedule.</p> <p>3. <u>Publication Files.</u> 1975-88, 120 inches, Boxes 1,2,4,6,11,15-22. Arranged by type of publication and thereunder chronologically.</p> <p>Record copies of the annual reports of the council; excerpts from reports of the President's Task Force on Legal Equity for Women, and reference copies of instructional manuals, resource and curriculum guides, and teacher's handbooks (produced for the WEEA Program) relating to women's vocational education and the Federal government's role in reducing sex-role stereotyping and sexual harassment in the classroom and the workplace.</p> <p>DISPOSITION: PERMANENT. Transfer to the National Archives upon approval of this schedule.</p> <p>4. <u>Organization and Functions Files.</u> a. Textual records. 1975-88, 12 inches, Box 1. Arranged by type of publication and thereunder chronologically. b. Microfiche. 1975-88, Box 8. Arranged by fiscal year and thereunder monthly.</p> <p>The textual records consist of copies of council charters, DoE organizational charts, lists and biographies of council members, position papers, site visitation evaluation reports and budget estimates, and directives and memoranda to staff members. There are also microfiche copies of DoE "Status of Funds" tabulations of disbursements made by the Women's Educational Equity Program (WEEA Program).</p> <p>DISPOSITION: PERMANENT. Transfer to the National Archives upon approval of this schedule.</p>		

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5.	<p><u>Project Files.</u></p> <p>a. Textual records. 1978-88, 36 inches, Boxes 1,6,10,13. Arranged chronologically and thereunder by committee.</p> <p>b. Audio and video tapes. 1984-88, Boxes 6,9-10,13.</p> <p>The records consist of technical studies, project site reports and analyses, lists of award grantees and federal agencies which address women's issues, draft descriptions of model projects, and copies of project proposals. The tapes consist of packettes of cassettes which illustrate accompanying textually-based instructional and teacher training manuals.</p> <p>5a. DISPOSITION: PERMANENT. Transfer to the National Archives upon approval of this schedule.</p> <p>5b. DISPOSITION: Destroy upon approval of this schedule.</p>		
6.	<p><u>Audiovisual Files.</u></p> <p>1978-88, 36 inches, Boxes 9,11-14. Arranged roughly chronologically.</p> <p>Records consist of audio and video tapes and bilingual learning kits that illustrate classroom projects relating to women's and girl's education, principally at the elementary school level. Also included are filmstrips, presented in VHS format, featuring subjects such as "Women in Work" and "Four Women in Science."</p> <p>DISPOSITION: Destroy upon approval of this schedule.</p>		
7.	<p><u>Chronological Files.</u></p> <p>1987. 6 inches, Box 1. Arranged chronologically.</p> <p>The records consist of copies of outgoing correspondence and policy and administrative memoranda from the NACWEP chairperson and executive director to White House officials, DOE administrators, and congressional leaders concerning the council's activities, operations, and special projects and forums for 1987.</p>		

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8.	<p>DISPOSITION: PERMANENT. Transfer to the National Archives upon approval of this schedule.</p> <p><u>Information Packets.</u> 1984-88, 12 inches, Boxes 2-3. Arranged chronologically.</p> <p>Records consist of executive level correspondence and memoranda between council members and White House, DoE, and congressional officials relating to council charters; memoranda and agenda concerning NACWEP-sponsored forums; copies of minutes of the council and its committees; and statistical reports and technical studies relating to WEEA Program-approved projects.</p> <p>DISPOSITION: PERMANENT. Transfer to the National Archives upon approval of this schedule.</p>		
9.	<p><u>Orientation Handbooks.</u> 1985-86, 4 inches, Boxes 1 and 5. Arranged chronologically.</p> <p>The records consist of summaries of the congressional legislation creating the NACWEP, lists and biographical sketches of council members, and statements of the statutory responsibilities, goals, objectives, and functions of the council.</p> <p>DISPOSITION. PERMANENT. Transfer to the National Archives upon approval of this schedule.</p>		
10.	<p><u>News Clippings.</u> 1985, 4 inches, Box 1. Arranged roughly chronologically.</p> <p>Records consist of excerpts from the <u>Washington Post</u>, the <u>New York Times</u>, national news magazines, and the <u>Education Daily</u> newsletters concerning women's issues in contemporary American education. The articles and feature stories deal mainly with the problems of women and girls of racial and ethnic minority groups, particularly blacks and Hispanic-Americans.</p> <p>DISPOSITION: PERMANENT. Transfer to the National Archives upon approval of this schedule.</p>		