

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

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JOB NO

N1-220-89-4

TO **GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

DATE RECEIVED

11/17/88

1 FROM (Agency or establishment)

Commission on the American Outdoors

NOTIFICATION TO AGENCY

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

2 MAJOR SUBDIVISION

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER

Sam Sanders

5 TELEPHONE EXT

343-6637

DATE

4/9/89

ARCHIVIST OF THE UNITED STATES

Acting
Claudia M. Miller

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 3 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	C SIGNATURE OF AGENCY REPRESENTATIVE	D TITLE
<i>11/9/88</i>	<i>Richard C. Willis</i>	Chief, Branch of Paperwork Management

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
1	Reports. Included are published copies of the commission's final report and report appendices, as well as annotated drafts. Copies of an outdoor literature review published by the commission are present, as are unpublished staff discussion and decision papers. Location: boxes 1-8. Disposition: Permanent. Transfer to the National Archives immediately.		
2	Administrative Housekeeping File. These records consist of travel vouchers, purchase orders, printing requisitions, payroll forms, time and attendance reports, job applications, and other routine administrative documents. The records are interfiled and have no consistent arrangement. Location: boxes 9-15. Disposition: send to FRC immediately. Destroy January 1, 1993.		

3 **Public Hearings Attendance File.** Present here are letters to and from the commission seeking individual testimony at hearings, as well as lists of hearing attendees. Location: boxes 16-19.

Disposition: send to FRC immediately. Destroy January 1, 1993.

4 **Staff Research.** This series contains bibliographies, summaries of significant issues, and statistical and narrative studies prepared by commission staff. While drafts are present, many of the documents are in final form. Location: boxes 20-27.

Disposition: Permanent. Transfer to the National Archives immediately.

5 **Public Hearings Statements.** These are typescript statements of testimony presented by speakers before public hearings sponsored by the commission. Also included are testimony schedules for each hearing. Location: boxes 28-29.

Disposition: send to FRC immediately. Destroy January 1, 1993.

6 **Public Hearings Transcripts.** This series consists of transcribed remarks made during public hearings sponsored by the commission. Included is formal testimony (see item 5), as well as informal statements made during the hearings. Location: boxes 36-37.

Disposition: Permanent. Transfer to the National Archives immediately.

7 **Subject Files.** These records include correspondence, policy documents, and written comments from various sources concerning commission policy. Most aspects of commission activity are covered. Also included are biographies and resumes of commission members and staff, along with information about members of the commission's advisory body. Location: boxes 30-34.

Disposition: Permanent. Transfer to the National Archives immediately.

8 **Floppy Disks.** These records consist of floppy disks (5 1/4 inch) containing the electronic working files of commission members and staff. Included are notes, drafts, summaries, and lists. Also present are hard copy printouts of disk directories listing file name, date, and size. Substantive information concerning commission activities is included in textual series scheduled for permanent retention. Location: box 35.

Disposition: send to FRC immediately. Destroy January 1, 1993.