

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-220-91-5

DATE RECEIVED

7-16-91

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

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

1. FROM (Agency or establishment)
Advisory Commission on Intergovernmental Relations

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Pamela L. Reynolds

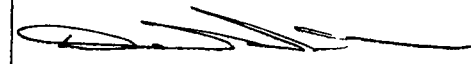
5. TELEPHONE EXT.

202-653-5640

DATE

9/5/91

ARCHIVIST OF THE UNITED STATES



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>7/16/91</i>	<i>Pamela L. Reynolds</i>	PERSONNEL OFFICER

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 GRS OR SUPERSEDED JOB CITATION	10.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>
	Record descriptions and requested disposition instructions are contained in the attached list.		
<i>Copies sent to agency, NN-W, NNT 9/20/91</i>			

The Advisory Commission on Intergovernmental Relations (ACIR) was established by Congress in 1959 to monitor the operation of the American federal system and to recommend improvements. ACIR is a permanent, national, bipartisan body representing the executive and legislative branches of Federal, state, and local government and the public. The Commission addresses specific issues and problems, the resolution of which would produce improved cooperation among the levels of government and more effective functioning of the federal system. ACIR studies critical government finance issues, in addition to dealing with important functional and policy relationships. After selecting issues for investigation, ACIR provides an opportunity for review and comment from representative points of view. The Commission debates each issue and formulates a policy position. ACIR publishes findings and recommendations and develops draft legislative bills and executive orders to implement the Commission's policy recommendations.

<u>ITEM NO.</u>	<u>DESCRIPTION OF ITEM</u>	<u>AUTHORIZED DISPOSITION</u>
1.	Commission Meeting Files. Minutes, transcripts and docket books.	<u>PERMANENT.</u> Cut off in 5 year blocks and trans- fer immediately to the National Archives. Acc. on hand: 9 cf.
2.	Executive Correspondence Files. Commission correspondence of the Chairman, Executive Director, and commission members; includes Commissioner's correspondence chronological reading file.	<u>PERMANENT.</u> Cut off at the end of the CY; trans- fer in 5 year blocks to the National Archives. Acc. on hand: 3 cf.
3.	Commission Subject Files. Records pertaining to organization, policy statements, by-laws, directives and other operating procedures, budget requests to Congress, unpublished information papers and biographical information about executive members.	<u>PERMANENT.</u> Cut off in 5 year blocks and trans- fer immediately to the National Archives. Acc. on hand: 5 cf.

4. Public Relations Files.

a. News Release Files. One copy of each news release issued by the Commission.

PERMANENT. Cut off in 5 year blocks and transfer immediately to the National Archives.

Acc. on hand: 1 cf.

b. Commission Publications Files. One copy of each published report, study, pamphlet, booklet, including periodical indices and the Annual Report.

PERMANENT. Cut off in 5 year blocks and transfer immediately to the National Archives.

Acc. on hand: 7 cf.

c. Speech Files. One copy of each speech given by commissioners relating to the programs of the Commission.

PERMANENT. Cut off in 5 year blocks and transfer immediately to the National Archives.

Acc. on hand: 5 cf.

5. Project Files.

a. Project Subject Files. Records of specific projects, including correspondence with other federal agencies, state and local governments, private companies, organizations and institutions, and other related materials.

PERMANENT. Cut off at the end of project; transfer in 5 year blocks to the National Archives.

Acc. on hand: 3 cf.

b. Public Hearings Files. Unedited transcripts of public hearings on issues studied by the Commission.

PERMANENT. Cut off at the end of the hearing or project; transfer in 5 year blocks to the National Archives.

Acc. on hand: 1 cf.

Records already appraised as disposable under the General Records Schedule, as well as duplicate, unidentifiable, unrelated and non-archival material, may be destroyed during archival processing without further notification to the Commission.

Total estimated yearly accumulation for all items: 1 cubic foot