FEDERAL ENTITY CEASED OPERATIONS

Schedule Number: N1-220-91-005

Federal entities may cease operations when they are established as a temporary entity, are abolished, or functions are transferred to state or local government or private control.

Description:

The Advisory Commission on Intergovernmental Relations (ACIR) was an independent, bipartisan intergovernmental agency established by Public Law 86-380 in 1959. The ACIR was disbanded in September of 1996.
# REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

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

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

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 [X] is unnecessary

B. DATE

7/16/91

C. SIGNATURE OF AGENCY REPRESENTATIVE

Pamela L. Reynolds

D. TITLE

PERSONNEL OFFICER

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)</th>
<th>GRS OR SUPERSEDED JOB CITATION</th>
<th>ACTION TAKEN (NARS USE ONLY)</th>
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Record descriptions and requested disposition instructions are contained in the attached list.

(Date and Signature)

Copies sent to agency, W W, N T  9/20/92
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.

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<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION OF ITEM</th>
<th>AUTHORIZED DISPOSITION</th>
</tr>
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<tbody>
<tr>
<td>1.</td>
<td>Commission Meeting Files. Minutes, transcripts and docket books.</td>
<td>PERMANENT. Cut off in 5 year blocks and transfer immediately to the National Archives. Acc. on hand: 9 cf.</td>
</tr>
<tr>
<td>2.</td>
<td>Executive Correspondence Files. Commission correspondence of the Chairman, Executive Director, and commission members; includes Commissioner's correspondence chronological reading file.</td>
<td>PERMANENT. Cut off at the end of the CY; transfer in 5 year blocks to the National Archives. Acc. on hand: 3 cf.</td>
</tr>
<tr>
<td>3.</td>
<td>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.</td>
<td>PERMANENT. Cut off in 5 year blocks and transfer immediately to the National Archives. Acc. on hand: 5 cf.</td>
</tr>
</tbody>
</table>
4. Public Relations Files.
   a. News Release Files. One copy of each news release issued by the Commission.

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.

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

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