

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		FILE NUMBER N1-220-92-2	DATE RECEIVED 3-4-92
1. FROM (Agency or establishment) NATIONAL Commission on LIBRARY & INFORMATION Sciences		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION WHITE HOUSE Conference on LIBRARY & INFORMATION SERVICES		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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		DATE 4-22-93	ARCHIVIST OF THE UNITED STATES Candy Hukamp Peterson
4. NAME OF PERSON WITH WHOM TO CONFER PETER YOUNG, NCLIS EXEC. DIR	5. TELEPHONE 202-254-3100		
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 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, 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 3/4/92	SIGNATURE OF AGENCY REPRESENTATIVE Gau on. Curtis	TITLE EXECUTIVE DIRECTOR WHITE HOUSE CONFERENCE	

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	The White House Conference on Library & Information Services was established by Public Law 100-382, signed by President Reagan on 8/18/88. The Advisory Committee of the White House Conference was composed of members of Congress, the Librarian of Congress, members of the public sector, private individuals, library professionals and information specialists. The President was authorized to call a conference which was held July 9-13, 1991 at the Washington Convention Center. A final Summary Report was delivered to the President on 11/21/91 and included 95 Recommendations and 6 Resolutions approved by the 700 delegates. The President believed the report and his recommendations for implementation to the Congress approximately 90 days thereafter.		

Copies sent to agency, NL, NN-W, NNS, NNT, NCF, NIA 4/29/93

1. **WHCLIS MEETING FILES**

a) Minutes, agendas, transcripts of meetings and background material for Advisory Committee members. WNRC Accessions 220-101, boxes 1 and 2 (part); 220-102, boxes 1 and 3 (part); 220-103, boxes 1 and 14 (part). Volume: Approximately two cubic feet.

Disposition: PERMANENT. Transfer to the National Archives on 1 January 1996.

b) Working papers, notes, drafts, duplicates, and routine and facilitative correspondence and memoranda. Accessions and boxes as above, with the addition of the entirety of 220-102, box 2.

Disposition: Temporary. Destroy on 1 January 1996.

2. **ORGANIZATION AND PLANNING FILES**

a) Correspondence and memoranda, WHCLIS charter, Credentials Committee binder, and conference packet. 220-101, box 4 (part); 220-103, boxes 1 (part) and 14 (part). Volume: Less than one cubic foot.

Disposition: PERMANENT. Transfer to the National Archives on 1 January 1996.

b) Delegate lists; records relating to administration, volunteers, fundraising, expenditures, security and logistics; working papers; notes; and routine correspondence and memoranda. 220-101, boxes 4 (part), 6 (all) and 7 (part); 220-102, box 6 (all); 220-103, box 1 (part), and boxes 2-3 (all), and 5-13 (all).

Disposition: Temporary. Destroy on 1 January 1996.

3. **PUBLICITY FILES**

a) Speeches by the Executive Director. 220-103, box 1 (part). Volume: Negligible.

Disposition: PERMANENT. Transfer to the National Archives on 1 January 1996.

b) Newsletters: One set each of Advisory Bulletins, Information Exchange and Discovery. 220-101, box 7 (part); 220-104, boxes 3 (part) and 4 (part). Volume: Negligible.

Disposition: PERMANENT. Transfer to the National Archives on 1 January 1996.

c) WHCLIS Press Releases. 220-104, box 6 (part). Volume: Negligible.

Disposition: PERMANENT. Transfer to the National Archives on 1 January 1996.

d) Press clippings. 220-103, box 4 (part); 220-104, boxes 4 (part) and 6 (part).

Disposition: Temporary. Destroy on 1 January 1996.

4. STATE AND TERRITORY FILES

a) One set of Final Reports from the states. 220-103, boxes 20-22 (part). Volume: Approximately 2 cubic feet.
Disposition: PERMANENT. Transfer to the National Archives on 1 January 1996.

b) Duplicate and preliminary reports. 220-103, boxes 20-22 (part).
Disposition: Temporary. Destroy on 1 January 1996.

5. CONFERENCE FILES

a) Reports and papers. 220-104, box 3 (part). Volume: Approximately six inches.
Disposition: PERMANENT. Transfer to the National Archives on 1 January 1996.

b) Briefing Books: includes Topic Committee Books, Issues Book and Statistical Compendium. 220-103, boxes 16 (part), 17-19. Volume: Approximately 1 cubic foot.
Disposition: PERMANENT. Transfer to the National Archives on 1 January 1996.

c) Speeches and biographical material on speakers. 220-104, box 4 (part). Volume: Negligible.
Disposition: PERMANENT. Transfer to the National Archives on 1 January 1996.

d) Routine and facilitative material, including hotel registration, scheduling, computerization information, delegate and observer lists, drafts and working papers. 220-103, boxes 15 (all) and 16 (part); 220-104, boxes 3 (part) and 4 (part).
Disposition: Temporary. Destroy on 1 January 1996.

6. AUDIOVISUAL FILES

a) Still photography. Photographs of Advisory Committee members and staff and Conference activities. Color and b/w, contact sheets to 8X10. No negatives, few captions, most copyright. 220-103, box 4 (part). Volume: Approximately .5 cubic feet.
Disposition: Temporary. Destroy on 1 January 1996.

b) Audiotapes. Cassette tapes of opening ceremony, speeches and a debate; cassette and open reel tapes of White House public service announcements. 220-104, boxes 1 (part), 2 (part), and 5 (part). Total of 20-25 tapes.
Disposition: PERMANENT. Transfer to the National Archives on 1 January 1996.

c) Duplicate and commercial audiotapes. Accessions as above.
Disposition: Temporary. Destroy on 1 January 1996.

d) Videotapes. Recordings of the opening ceremonies and speeches by George Bush and Marilyn Quayle. 220-104, box 5 (part). Volume: Negligible.

Disposition: PERMANENT. Transfer to the National Archives on 1 January 1996.

e) Duplicate and commercial videotapes, and videotapes from other Federal agencies. 220-104, boxes 2 (part) and 5 (part).

Disposition: Temporary. Destroy on 1 January 1996.

7 ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1-	0101 MEETINGS - AGENDAS, NOTE BOOKS WHCLIS, NCLIS & WHC AC 1989 <u>Disposition:</u> PERMANENT! TRANS. TO NATIONAL ARCHIVES 2/92 <u>VOLUME</u> 1.04 cu ft	REVISED ITEM NUMBERS 1a and b	
2-	0101 1989 OFFICIAL TRANSCRIPTS NCLIS & WHCLIS AC - MEETINGS <u>Disposition:</u> PERMANENT! TRANSFER TO NATIONAL ARCHIVES 2/92 <u>VOLUME:</u> 1.04 cu ft.	1a and b	
3-	0101 1989 PAYROLL & BUDGET RECORDS - NON PERMANENT - RETAIN AT WARC: DESTROY 11/1/2002 VOLUME 1.04 cu ft.		
4-	0101 1989 WHCLIS ORIGINAL ORGANIZATIONAL ^{PLANNING} RECORDS <u>Disposition:</u> PERMANENT - TRANSF. TO NATIONAL ARCHIVES 2/92 <u>VOLUME:</u> 1.04 cu ft.	2a and b	
5-	0101 1989 PERSONNEL RECORDS DISPOSITION: NON PERMANENT RETAIN AT WARC: DESTROY 11/1/2002 VOLUME: 1.04 cu ft.		
6-	0101 1989 ORGANIZATIONAL PLANNING RECORDS - DEL. SELECTION, HYPERTEXT <u>Disposition:</u> PERMANENT: TRANSF. TO NATIONAL ARCHIVES 2/92 <u>VOLUME:</u> 1.04 cu ft	2b	
7-	0101 1989 ORIGINAL PRECONF. STATE & TERRITORY PLANS <u>Disposition:</u> PERMANENT: TRANS. TO NATIONAL ARCHIVES 2/92 Vol. 1.04 cu ft.	2b and 3b	

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1-	0102 1990 MEETINGS - ALL AGENCIES NOTEBOOKS, MINUTES WHCLAC, NCLIS <u>Disposition: PERMANENT: TRANS.</u> to NATIONAL ARCHIVES 2/92 <u>VOLUME: 1.04 cu ft.</u>	REVISED ITEM NUMBERS 1a and b	
2-	0102-1990 MEETINGS: NCLIS WHCLISAC: NOTEBOOKS: AGENCIES- <u>Disposition: PERMANENT: TRANS.</u> to NATIONAL ARCHIVES 2/92 <u>VOLUME: 1.04 cu ft</u>	2b	
3-	0102 1990 OFFICIAL TRANSCRIPTS -NCLIS: WHCLISAC <u>Disposition: PERMANENT: TRANS</u> to NATIONAL ARCHIVES 2/92 <u>VOLUME: 1.04 cu ft.</u>	1a and b	
4-	0102 - 1990 Payroll & BUDGET RECORDS. <u>Disposition: NON PERMANENT. HOLD</u> AT UNRC: DESTROY 11/1/2002 <u>VOLUME: 1.04 cu ft</u>		
5-	0102 - 1990 Payroll & BUDGET <u>Disposition: NON PERMANENT:</u> HOLD AT UNRC: DESTROY 11/1/2002 <u>VOLUME 1.04 cu ft</u>		
6-	0102 1990 Advisory Com. MAILINGS: SUB Comm. MAILINGS- PRE Conf. MAILINGS <u>Disposition: NON PERMANENT:</u> HOLD AT UNRC: DESTROY: 11/1/2002 <u>VOLUME: 1.04 cu ft</u>	2b	

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1-	<p>0103 MEETINGS 1991 NCLIS, WHCAC WHCLIST AGENDAS, NOTEBOOKS, MINUTES <u>Disposition</u>: PERMANENT: TRANSFER TO NATIONAL ARCHIVES 2/92 <u>VOLUME</u>: 1.04 cu ft</p>	<p>REVISED ITEM NUMBERS 1a and b 2a and b 3a</p>	
2-	<p>0103 7/9-13/91 ONSITE WHC RECORDS: MANAGEMENT, LOGISTICS REGISTRATION, SECURITY <u>Disposition</u>: NON PERMANENT: RETAIN AT WNRC: DESTROY 1/1/2002 <u>VOLUME</u>: 1.04 cu ft.</p>	<p>2b</p>	
3-	<p>0103 7/9-13/91 ONSITE WHC RECORDS: VENDORS: SECURITY, LOGISTICS <u>Disposition</u>: NON PERMANENT: RETAIN AT WNRC: DESTROY 1/1/2002 <u>VOLUME</u>: 1.04 cu ft</p>	<p>2b</p>	
4-	<p>0103 1991 MEDIA SYMPOSIUM: INTERNATIONAL SYMPOSIUM: MEDIA REPORT: TELECONFERENCE PLANNING <u>Disposition</u>: PERMANENT: TRANSFER TO NATIONAL ARCHIVES 2/92 <u>VOLUME</u>: 1.04 cu ft.</p>	<p>3d 6a</p>	
5-	<p>0103 1991 CONFERENCE SUMMARY REPORT: LIST OF ALL CONFERENCE ATTENDEES - POST CONF. CORRESPONDANCE <u>Disposition</u>: PERMANENT: TRANSFER TO NATIONAL ARCHIVES: 2/02 <u>VOLUME</u>: 1.04 cu ft.</p>	<p>2b</p>	

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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
6	0103 1991 CONTRACT FILES, VENDORS HOTEL, CONF. MGMT. HOUSING, AIR + GROUND TRANSFERS <u>Disposition</u> : Non Permanent: RETAIN AT NRC: DESTROY 1/1/2002	REVISED ITEM NUMBERS 2b	
7	0103 1991 WHCLIS VOLUNTEER RECORDS - 4/91 - 7/14/91 <u>Disposition</u> : NOT PERMANENT: RETAIN AT WNRC: DESTROY 1/1/2002 <u>Volume</u> : 1.04 cu ft	2b	
8	0103 1991 - STATE BY STATE FILES / CREDENTIALS / DELEGATE CERTIFICATION INCLUDING ONSITE CHANGES <u>Disposition</u> : PERMANENT: TRANSFER TO NATIONAL ARCHIVES 3/92 <u>Volume</u> : 1.04 cu ft	2b	
9	0103 1991 WHE DELEGATE EDUCATION MATERIALS: DATA PROCESSING ANALYSIS <u>Disposition</u> : Non Permanent: RETAIN AT WNRC: DESTROY 1/1/2002 <u>Volume</u> : 1.04 cu ft.	2b	
10	0103 1991 Reports: IMPACT OF WHE II: ENCORE TEMP: ADVISORY MAILINGS: RAMADA HOTEL <u>Disposition</u> : Non Permanent: RETAIN AT WNRC: DESTROY 1/1/2002 <u>Volume</u> : 1.04 cu ft.	2b	
11	0103 1991 VENDOR BIDS + PROPOSALS. 1991 WHCLIS <u>Disposition</u> : Non Permanent: RETAIN AT WNRC: DESTROY 1/1/2002 Vol. 1.04 cu ft	2b	

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12	<p>0103 STATISTICAL Compendium For 1991 (NCLIS) MAJOR STATE & TERRITORY RECORDS: PRE-PLANNING Documents - Del. CORRESP.</p> <p>Disposition: Non Permanent: Transfer to NARA & DESTROY 11/1/2002</p> <p>Volume 1.04 cu ft</p>	<p>REVISED ITEM NUMBERS</p> <p>2b</p>	
13	<p>0103 DELEGATE AT LARGE MEDIA FILES</p> <p>Disposition: Non Permanent RETAIN AT WARC: DESTROY 11/1/2002</p> <p>Volume: 1.04 cu ft</p>	<p>2b (only textual records were discovered in this box; no a/v files)</p>	
14	<p>0103 1991 OFFICIAL TRANSCRIPTS WHELIS MEETINGS</p> <p>Disposition: Permanent: Transfer to NATIONAL ARCHIVES 2/92</p> <p>Volume 1.04 cu ft.</p>	<p>1a and b 2a</p>	
15	<p>0103 1991 WHELIS OPERATIONAL FILES: INTERNATIONAL OBSERVERS CRE MEMOS/VIDEO FESTIVAL FILES</p> <p>Disposition: Permanent: Transfer to NATIONAL ARCHIVES 2/92</p> <p>Volume 1.04 cu ft.</p>	<p>5d (no a/v files discovered)</p>	
16	<p>0103 OPENING CEREMONY 1991 INT. OBS. LIST; HONORARY Del; MODERATORS: FACILITATORS: OFF. OBS.</p> <p>Disposition: Permanent: Transfer to NATIONAL ARCHIVES 2/92</p> <p>Volume 1.04 cu ft.</p>	<p>5b 5d</p>	

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	16 0103 ISSUE BREIFING BOOKS 1991 Disposition: PERMANENT, TRANSFER TO NATIONAL NATIONAL ARCHIVES 2/92 VOLUME: 1.04 cu ft	REVISED ITEM NUMBERS	
18	- 0103 TOPIC COMM. BOOKS 1991 ACCESS; PRESERVATION; NIP; NETWORKING Disposition: PERMANENT: TRANSFER TO NATIONAL ARCHIVES 2/92 VOLUME: 1.04 cu ft.	5b	
18	- 0103 1991 TOPIC COMM. BOOKS GOVERNANCE; TECHNOLOGY: SERVICES PROGRAMS: Disposition: PERMANENT: TRANS. TO NATIONAL ARCHIVES 2/92 VOLUME 1.04 cu ft.	5b	
19	- 0103 TOPIC COMM BOOKS '91 SERVICES: PROGRAMS: TRAINING: PERSONNEL: MARKETING Disposition: PERMANENT: TRANSFER TO NATIONAL ARCHIVES 2/92 VOLUME 1.04 cu ft.	5b	
20	0103 1991 STATE REPORTS Disposition: PERMANENT: TRANSFER TO NATIONAL ARCHIVES 2/92 VOL 1.04 cu ft	4a and b	
21	- 0103 1991 STATE REPORTS Permanent: transfer to NATIONAL ARCHIVES 2/92 VOL 1.04 cu ft	4a and b	
22	- 0103 1991 STATE REPORTS Disposition: PERMANENT TRANSFER TO NATIONAL ARCHIVES 2/92 VOL 1.04 cu ft.	4a and b	

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1-	0104 - AV RECORDS - DELEGATE ED TAPES for the Blind <u>Disposition</u> : PERMANENT - TRANSFER TO NATIONAL ARCHIVES 2/92 <u>VOLUME</u> : 1.04 cuft.	REVISED ITEM NUMBERS 6b and c	
2-	0104 AV TAPES of ALL CONFERENCE SPEAKERS - VIDEO TAPES - FILM FESTIVAL <u>Disposition</u> : PERMANENT: Transfer TO NATIONAL ARCHIVES <u>VOLUME</u> 1.04 cuft.	6b, 6c, 6e	
3-	0104 WHITE HOUSE CONF. VIDEO TAPE - Post Conf. TELECONFERENCE TAPES - <u>Disposition</u> : PERMANENT: Transfer TO NATIONAL ARCHIVES 2/92 <u>VOLUME</u> : 1.04 cuft.	3b, 3d, 5a, 5d (only textual material in this box; no a/v)	
4-	0104 SPEAKER AUDIO TAPES - COPIES of CONGRESSIONAL ON SITE HEARING: MEDIA KIT SAMPLE: AM. IND RECORDS <u>Disposition</u> : PERMANENT: TRANSFER TO NATIONAL ARCHIVES 2/92 <u>Vol.</u> 1.04 cuft	3b, 5c, 5d (did not see records relating to American Indians)	
5-	0104 USIA WORLDNET TAPES REEL TO REEL INTERVIEWS W/HC <u>Disposition</u> : PERMANENT: TRANS. TO NATIONAL ARCHIVES 2/92 <u>VOL.</u> 1.04 cuft	6b, 6c, 6d, 6e	
6-	0104 MONTH BY MONTH PREV POST W/HC CLIPS: PRESS RELEASES <u>Disposition</u> : NON PERMANENT DESTROY 1/1/2002 <u>VOL.</u> 1.04 cuft	3c and d	