FEDERAL ENTITY CEASED OPERATIONS

Schedule Number: N1-220-92-002

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 White House Conference on Libraries and Information Services was authorized by Public Law 100-32 (102 Stat. 898) on August 8, 1988. The conference was held July 9-13, 1991, in Washington, D.C. The Conference was planned and conducted under the direction of the National Commission on Library and Information Science. An Advisory Committee of the Conference assisted and advised the Commission in planning and conducting the Conference. A final summary report was delivered to President Bush on November 11, 1991.
## REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

**TO:** NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)

WASHINGTON, DC 20408

**FROM:** (Agency or establishment)

NATIONAL COMMISSION ON LIBRARY AND INFORMATION SCIENCES

2. MAJOR SUBDIVISION

WHITE HOUSE CONFERENCE ON LIBRARY AND INFORMATION SCIENCES

3. MINOR SUBDIVISION


### 4. NAME OF PERSON WITH WHOM TO CONFER

PETER YOUNG, MCLESE

EX-DR

202-254-3100

### 5. TELEPHONE


### 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,

- [ ] is not required;
- [ ] is attached; or
- [ ] has been requested.

**DATE**

3/4/92

**SIGNATURE OF AGENCY REPRESENTATIVE**

JENNY CURTIS

**TITLE**

EXECUTIVE DIRECTOR

WHITE HOUSE CONFERENCE

### 7. ITEM NO.

### 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

The White House Conference on Library, Information, and Technical Sciences was authorized by Public Law 100-382, signed by President Reagan on 8/10/88. The Advisory Committee of the White House Conference was composed of Members of Congress, the Librarians of Congress, Members of the Executive Branch, 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 Cen

### 9. GS/DR SUPERSEDED JOB CITATION

### 10. ACTION TAKEN (NARA USE ONLY)

Copies sent to agency NL, NN-W, ACS, NNT, NCF, NIA 4/29/92

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**LEAVE BLANK (NARA use only)**

**DATE RECEIVED**

3-4-92

**NOTIFICATION TO AGENCY**

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.

**DATE**

4-22-93

**ARCHivist of the UNITED STATES**

Cindy Altenberg Peterson

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**STANDARD FORM 115 (REV. 3-91)**

PREVIOUS EDITION NOT USABLE

Prescribed by NARA

36 CFR 1228
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.

   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.


   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.

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.
ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9. GS/SED SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) | REVISED ITEM NUMBERS
--- | --- | --- | --- | ---
1-0101 | MEETINGS - AGENDAS, NOTE BOOKS, PVCIS, NOLIS - WHLC AC 1989 | | | 1a and b

Disposition: Permanent TRANS. TO NATIONAL ARCHIVES 2/92
Volume: 1.04 cu ft

2-0101 | 1989 OFFICIAL TRANSCRIPTS, NOLIS - WHLC AC - MEETINGS | | | 1a and b

Disposition: Permanent TRANS. TO NATIONAL ARCHIVES 2/92
Volume: 1.04 cu ft

3-0101 | 1989 PAYROLL & BUDGET RECORDS | | | 2a and b

Disposition: PERMANENT RETAIN AT WHLC; DESTROY 11/1/2002
Volume: 1.04 cu ft

4-0101 | 1989 WHOLIS ORIGINAL ORGANIZATION OF A RECORDS | | | 2b

Disposition: Permanent TRANS. TO NATIONAL ARCHIVES 2/92
Volume: 1.04 cu ft

5-0101 | 1989 PERSONNEL RECORDS | | | 2b

Disposition: Non Permanent RETAIN AT WHLC; DESTROY 11/1/2002
Volume: 1.04 cu ft

6-0101 | 1989 ORGANIZATIONAL PLANNING RECORDS - DEL. SELECTION, HYPERTEXT | | | 2b and 3b

Disposition: Permanent TRANS. TO NATIONAL ARCHIVES 2/92
Volume: 1.04 cu ft

7-0101 | 1989 ORIGINAL PRECONF STATE/TERRITORY PLANS | | | 2b and 3b

Disposition: Permanent TRANS. TO NATIONAL ARCHIVES 2/92
Volume: 1.04 cu ft

STANDARD FORM 115-A (REV. 3-9) Prescribed by NARA 36 CFR 122

Two copies, including original, to be submitted to the National Archives and Records Administration.
<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</th>
<th>9. GRS OR SUPERSEDED JOB CITATION</th>
<th>10. ACTION TAKEN (NARA USE ONLY)</th>
<th>REVISED ITEM NUMBERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0102 1990 MEETINGS - ALL AGENDA NOTES, MINUTES UNCLASS, NCLIS</td>
<td>Disposition: Permanent</td>
<td>Trans. to NATIONAL Archives 2/92</td>
<td>Volume: 1.04 cu.ft.</td>
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<td>0102-1990 MEETINGS NCLIS WHLISAC AGENDA NOTES</td>
<td>Disposition: Permanent</td>
<td>Trans. to NATIONAL Archives 2/92</td>
<td>Volume: 1.04 cu.ft.</td>
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<td>3</td>
<td>0102 1990 OFFICIAL TRANSCRIPTS NCLIS: WHLISAC</td>
<td>Disposition: Permanent</td>
<td>Trans. to NATIONAL Archives 2/92</td>
<td>Volume: 1.04 cu.ft.</td>
</tr>
</tbody>
</table>
1. 0103 MEETINGS 1991 NELIS, WHERE
WHILST AGENDAS, NOTEBOOKS, MINUTES
Disposition: Permanent: Transfer
TO NATIONAL ARCHIVES 2/92
Volume: 1.04 cu ft

2. 0103 7/9-13/91 ON SITE WNR
RECORDS: MANAGEMENT, LOGISTICS
REGISTRATION, SECURITY
Disposition: Non Permanent: Retain
AT WNR: DESTROY 1/1/2002
Volume: 1.04 cu ft

3. 0103 7/9-13/91 ON SITE WNR
RECORDS: VENDORS, SECURITY, LOGISTICS
Disposition: Non Permanent: Retain
AT WNR: DESTROY 1/1/2002
Volume: 1.04 cu ft

4. 0103 1991 MEDIA Symposium:
INTERNATIONAL Symposium, MEDIA
Report: Teleconference Planning
Disposition: Permanent: Transfer
TO NATIONAL ARCHIVES 2/92
Volume: 1.04 cu ft

5. 0103 1991 CONFERENCE
SUMMARY REPORT: LIST OF ALL
CONFERENCE ATTENDEES - POST
CONF. CORRESPONDENCE
Disposition: Permanent: Transfer
TO NATIONAL ARCHIVES: 2/92
Volume: 1.04 cu ft
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<th>ITEM NO.</th>
<th>DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</th>
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<tr>
<td>6</td>
<td>0103 1991 CONTRACT FILES, VENDORS Hotel, CF, Mgmt. Housing, Air Ground Transfers Disposition: Non Permanent: Retain At NFO: Destroy 1/1/2002</td>
</tr>
<tr>
<td>8</td>
<td>0103 1991 STATE BY STATE Files/Credentials/Delegate Certification including onsite changes Disposition: Permanent: Transfer to National Archives 3/92 Volume: 1.04 cu ft</td>
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<tr>
<td>ITEM NO.</td>
<td>DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</td>
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<tr>
<td>12</td>
<td>^103 Statistical Compendium</td>
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<td>For 1991 (AVILES) MAINE STATE</td>
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<td></td>
<td>TERRITORY RECORDS: Pre-Planning</td>
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<td>Documents - Del. CORRESP.</td>
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<td>Disposition: Non Permanent:</td>
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<td>Transfer: WNEC &amp; DESTROY 1/1/2002</td>
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<td>Volume: 1.04 cu ft</td>
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<td>13</td>
<td>^0103 Delegate at Large Media Files</td>
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<td></td>
<td>Disposition: Non Permanent:</td>
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<td>Retain at WNEC: DESTROY 1/1/2002</td>
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<td>Volume: 1.04 cu ft</td>
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<td>14</td>
<td>0103 1991 Official Transcripts</td>
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<td></td>
<td>WHILIS MEETINGS</td>
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<td>Disposition: Permanent: Transfer</td>
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<td>To National Archives 2/92</td>
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<td>0103 1991 WHILIS OPERATIONAL FILES:</td>
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<td>INTERNATIONAL OBSERVES:</td>
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<td>Notes/VERBOSITY FILES</td>
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<td>Disposition: Permanent: Transfer</td>
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<td>Volume: 1.04 cu ft</td>
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<td>16</td>
<td>0103 Opening Ceremony 1991</td>
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<td>F T. OBS. LIST; HONORARY DES.;</td>
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<td>MODERATORS; FACILITORS; OFF. OBS.</td>
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<td>Disposition: Permanent: Transfer</td>
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<td>To National Archives 2/92</td>
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<td>18</td>
<td>0103 ISSUE BRIEFING Books 1991</td>
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<td>Disposition: Permanent; Transfer to National Archives 2/92</td>
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<td>Volume: 1.04 cu ft</td>
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<tr>
<td>19</td>
<td>0103 TOPIC COMM. Books 1991 Access: Preservation; NISP; Networking Disposition: Permanent; Transfer to National Archives 2/92</td>
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<tr>
<td>19</td>
<td>0103 1991 TOPIC COMM. Books</td>
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<tr>
<td></td>
<td>Governance; Technology; Services Programs: Disposition: Permanent; Transfer to National Archives 2/92</td>
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<td>Volume: 1.04 cu ft</td>
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<tr>
<td>20</td>
<td>0103 TOPIC COMM Books 1991 Services: Programs; Training; Personnel; Marketing Disposition: Permanent; Transfer to National Archives 2/92</td>
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<td>20</td>
<td>0103 1991 STATE REPORTS Disposition: Permanent; Transfer to National Archives 2/92</td>
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<td>21</td>
<td>0103 1991 STATE REPORTS Disposition: Permanent; Transfer to National Archives 2/92</td>
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<tr>
<td>22</td>
<td>0103 1991 STATE REPORTS Disposition: Permanent; Transfer to National Archives 2/92</td>
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</tbody>
</table>
1. 0104 AV RECORDS - DELEGATE ED TAPES FOR THE BLIND
   Disposition: Permanent; Transfer to National Archives 2/92
   Volume: 1.04 cuft.

2. 0104 AV TAPES OF ALL CONFERENCE SPEAKERS - VIDEO TAPES - FILM FESTIVAL
   Disposition: Permanent; Transfer to National Archives
   Volume: 1.04 cuft.

3. 0104 WHITE HOUSE CONF. VIDEO TAPE - POST CONF. Teleconference Tapes
   Disposition: Permanent; Transfer to National Archives 2/92
   Volume: 1.04 cuft.

4. 0104 SPEAKER AUDIO TAPES - COPIES OF CONGRESSIONAL ON SITE HEARING MEDIA KIT SAMPLE
   Disposition: Permanent; Transfer to National Archives 2/92
   Volume: 1.04 cuft.

5. 0104 USIA WORLDWIDE TAPES REEL TO REEL INTERVIEWS W/ GUESTS
   Disposition: Permanent; Transfer to National Archives 2/92
   Volume: 1.04 cuft.

6. 0104 MONTH BY MONTH PRESS POST-CONFERENCES PRESS RELEASES
   Disposition: Non Permanent; DESTROY 1/1/2002
   Volume: 1.04 cuft.

6b, 6c, 6d, 6e

3b, 3d, 5a, 5d

(only textual material in this box: no a/v)

3b, 5c, 5d

(did not see records relating to American Indians)

6b, 6c, 6d, 6e

3c and d