


<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NT-220-92-3	DATE RECEIVED 3-4-92
1. FROM (Agency or establishment) U.S. International Cultural and Trade Center Commission		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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			
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Carol Price Mullis	202-376-3600	7/16/92	

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 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, 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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
2-26-92	<i>Carol Price Mullis</i>	Administrative Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>United States International Cultural and Trade Center Commission</p> <p>The United States International Cultural and Trade Center Commission (USICTCC) was established by Public Law 100-113, dated August 21, 1987. The 15-member Commission oversees the planning, construction, and operation of the Center. The nine public members are the heads of Federal Government agencies relevant to USICTCC's mission and the Mayor of the District of Columbia. The remaining six members are appointed by the President from the private sector. The International Cultural and Trade Center/Federal Office Building complex on Pennsylvania Avenue in Washington, DC, will develop programs on international trade and investment opportunities for the American business community, and educational programs on the relationship between culture and commerce for the business community and general public.</p> <p>Description of records and proposed disposition follow on the three pages.</p>		

*Copies sent to NN-W, NNS, NNT, NCF, NIA 7/17/92*

U.S. International Cultural & Trade Center Commission  
Description of Records and Proposed Disposition  
February 26, 1992

Records consist of the following series:

1. Commission Formulation - Pre-1988. Records consist of the Public Law 100-113, minutes and transcripts of meetings, issue papers, correspondence and memoranda.

Volume: 4.5 cu ft

Disposition: PERMANENT. Retire to the Washington National Records Center. Transfer to the National Archives 5 years after retirement.

2. Commission Meeting Files. Records of both public meetings and executive sessions and generally consisting of the agenda, minutes or transcripts of meetings, resolutions, and briefing materials for members.

Volume: 1.5 cu ft

Disposition: PERMANENT. Retire to the Washington National Records Center. Transfer to the National Archives 5 years after retirement.

3. Commission Chronological Files: Records consist of correspondence and memoranda generated by staff and members and fax transmissions.

Volume: 2 cu ft

Disposition: PERMANENT. Retire to the Washington National Records Center. Transfer to the National Archives 5 years after retirement.

4. General Correspondence Files: Records consist of letters received and copies of letters sent concerning the work of the Commission, and letters of support.

Volume: 7 cu ft

Disposition: PERMANENT. Retire to the Washington National Records Center. Transfer to the National Archives 5 years after retirement.

5. Publications and Reports Files: One copy of each published report, study, white paper, pamphlet, booklet, poster, or other publication produced by or for the Commission. Includes the Commission's Annual Report and reports prepared by individuals and consultants for the Commission.

Volume: 6 cu ft

Disposition: PERMANENT. Retire to the Washington National Records Center. Transfer to the National Archives 5 years after retirement.

6. News and Press Release Files: One copy of each press release and newsletter issued by the Commission arranged chronologically, responses, clippings, and media interview notes.

Volume: 1 cu ft

Disposition: PERMANENT. Retire to the Washington National Records Center. Transfer to the National Archives 5 years after retirement.

7. Speech Files: One copy of each speech by Commissioners and talking points for important meetings by Commissioners or staff.

Volume: 1 cu ft

Disposition: PERMANENT. Retire to the Washington National Records Center. Transfer to the National Archives 5 years after retirement.

8. Project Files: Records relating to the ICTC project from inception to completion. Included are records relating to the building (design, construction, costs, leasing, security, tenancy); the program (performing arts, film theaters, museum and trade exhibitions, trade information center, retail, world link, large screen, language center, reception, conference center, education information, international office center, advisory committees); correspondence with other Federal agencies, State and local governments, private companies and individuals, organizations; questionnaires; memorandums; and project related records.

Volume: 24 cu ft

Disposition: PERMANENT. Retire to the Washington National Records Center. Transfer to the National Archives 5 years after retirement.

9. Developer/Development Files: Records consist of a copy of the development agreement, conflict of interest statements, development RFP, developer proposals and responses, developer selection documentation, memoranda of understanding (GSA/PADC/USICTCC) Development Corporation By-Laws, corporation meeting minutes, and related correspondence and reports.

Volume: 5 cu ft

Disposition: PERMANENT. Retire to the National Records Center. Transfer to the National Archives 5 years after retirement.

10. Architectural Drawings: Records consist of architectural drawings (preliminary design drawings, presentation drawings and perspective views, final working drawings, artistic drawings) of the ICTC/FOB complex to be constructed on the 11-acre site bounded by Pennsylvania and Constitution Avenues and 13th and 14th Streets, NW, in the District of Columbia.

Volume: 50 rolls

Disposition: PERMANENT. Retire to the Washington National Records Center. Transfer to the National Archives 5 years after retirement.

11. Routine and facilitative material interspersed in the above series.

Disposition: Destroy during archival processing.