

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	N1 - 220 - 93 - 9
1 FROM (Agency or establishment) Christopher Columbus Quincentenary Jubilee Commission		DATE RECEIVED	7-27-93
2 MAJOR SUBDIVISION		NOTIFICATION TO AGENCY	
3 MINOR 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4 NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
James Kuhn	(202)632-1992	11-15-93	<i>Cindy Huskamp Peterson</i>

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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
7/27/93	<i>James Kuhn / m</i>	<i>Executive Director</i>

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1.	<p>RECORDS of the CHRISTOPHER COLUMBUS QUINCENTENARY JUBILEE COMMISSION, 1984-1993</p> <p>On August 7, 1984, by P.L. 98-375, Congress created the Christopher Columbus Quincentenary Jubilee Commission (CCQJC) to plan, encourage, coordinate, and conduct the commemoration of the voyages of discovery of Christopher Columbus.</p> <p>Commissioners' Files. Correspondence, notes, press releases, by-laws, speeches, chairman's log and legislation. Correspondence arranged alphabetically by name of commissioner.</p> <p>Vol. 4 cubic feet.</p> <p>PERMANENT. Transfer to the National Archives upon approval of the schedule.</p>		

Copies sent to Agency, NN-W, NNS, NNT, NL, NIA 12/16/93

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2.	<p>Correspondence File, 1989-1993. Chronological reading files of outgoing correspondence from Commission chairman, Executive Director and senior staff. Arranged in binders by correspondent, thereunder chronologically.</p> <p>Vol. 2 cubic feet.</p> <p><u>PERMANENT</u>. Transfer to the National Archives upon approval of the schedule.</p>		
3.	<p>Commissioner and Executive Director Files, 1986-1991. Incoming correspondence to the Chairman and the Executive Director. Arranged chronologically.</p> <p>Vol. 6 cubic feet.</p> <p><u>PERMANENT</u>. Transfer to the National Archives upon approval of the schedule.</p>		
4.	<p>Commission Staff Correspondence, 1991-1992. Routine inquiries and correspondence answered by commission staff. Incoming filed by date, outgoing by name of staff member.</p> <p>Vol. 2 c.f.</p> <p><u>TEMPORARY</u>. Destroy upon termination of the Commission.</p>		
5.	<p>Commission Meeting Files. Briefing books, minutes and typed transcripts of Commission meetings.</p> <p>Vol. 5 c.f.</p> <p><u>PERMANENT</u>. Transfer to the National Archives upon approval of the schedule.</p>		

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6.	<p>Commission Subject Files. Commission staff correspondence with organizations, institutions and businesses regarding coordination of quincentenary events. Arranged by category and thereunder alphabetically.</p> <p>Vol. 4 cubic feet.</p> <p><u>PERMANENT.</u> Transfer to the National Archives upon approval of the schedule.</p>		
7.	<p>Commission Proceedings. Administrative subject files regarding routine office matters including budget proposals, health insurance, computer upgrades, and travel plans. Filed alphanumerically.</p> <p>Vol. 2 c.f.</p> <p><u>TEMPORARY.</u> Destroy upon termination of the Commission.</p>		
8.	<p>Committee Files. Correspondence, memoranda, agendas, and meeting summaries of the Executive, Finance and Domestic Relations Committees. Filed by committee.</p> <p>Vol. .5 c.f.</p> <p><u>PERMANENT.</u> Transfer to the National Archives upon approval of the schedule.</p>		
9.	<p>Maritime Committee.</p> <p>a. Correspondence Files, 10/88-10/90.</p> <p>1). Committee Correspondence. Correspondence, notes. Filed chronologically.</p> <p>Vol. .25 c.f.</p> <p><u>PERMANENT.</u> Transfer to the National Archives upon approval of the schedule.</p>		

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	<p>2). Individual Correspondence. Correspondence between the chairman of the committee and individuals. Filed alphanumerically.</p> <p>Vol. .25 c.f.</p> <p><u>PERMANENT</u>. Transfer to the National Archives upon approval of the schedule.</p> <p>3). Organization Correspondence. Correspondence between the Maritime Committee and organizations filed alphanumerically.</p> <p>Vol. 2 c.f.</p> <p><u>PERMANENT</u>. Transfer to the National Archives upon approval of the schedule.</p> <p>b. Caravels. Correspondence, agreements, calendar, notes, inquiries, memoranda, regarding the joint venture with Spain in duplicating Christopher Columbus' ships and voyages. Filed alphanumerically.</p> <p>Vol. 3 c.f.</p> <p><u>PERMANENT</u>. Transfer to the National Archives upon approval of the schedule.</p> <p>c. Grand Regatta Columbus '92. Correspondence, memoranda, lists, notes regarding the Commission's international sail of tall ships. Filed alphanumerically.</p> <p>Vol. 2 c.f</p> <p><u>PERMANENT</u>. Transfer to the National Archives upon approval of the schedule.</p>		

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d. Port Cities.

Correspondence, invitations, memoranda, brochures, harbor plans of cities considering a visit by Grand Regatta Columbus '92. Filed alphanumerically.

Vol. 3 c.f.

TEMPORARY. Destroy upon termination of Commission.

e. Foreign Country/Domestic - Ships.

Correspondence, invitations, memoranda, photographs, brochures of ships considering participating in Grand Regatta Columbus '92. Filed alphanumerically.

Vol. .5 c.f.

TEMPORARY. Destroy upon termination of Commission.

Project Files.

a. Commission Projects.

Correspondence, notes, memoranda, brochures documenting quincentenary conferences, symposia, and projects directly managed by the Commission. Arranged topically, thereunder alphabetically.

Vol. 1 c.f

PERMANENT. Transfer to the National Archives upon approval of the schedule.

b. Official and Registered Projects.

1). Correspondence.

Correspondence, lists, notes, memoranda related to the Commission's designation of quincentenary celebratory events, publications, and products as official or registered projects.

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11.	<p>2). Official and Registered Projects. Case files of official projects and registered projects. Case files contain correspondence, photographs, brochures, drawings, leaflets, and invitations. Arranged numerically.</p> <p>Vol. 16.5 c.f.</p> <p><u>TEMPORARY</u>. Destroy upon termination of Commission.</p> <p>c. Preproposals. Correspondence, brochures, drawings, photographs and pamphlets describing projects submitted for consideration as official or registered projects but not selected as official or registered projects. Arranged alphabetically.</p> <p>Vol. 5 c.f.</p> <p><u>TEMPORARY</u>. Destroy upon termination of Commission.</p> <p>d. Teacher's Guide. Correspondence and teacher's guide prepared for and distributed by the Commission to encourage the classroom study of Christopher Columbus and his voyages.</p> <p>Vol. .25 c.f.</p> <p><u>PERMANENT</u>. Transfer to the National Archives upon approval of the schedule.</p> <p>Christopher Columbus Scholars. Correspondence and legislation regarding the Christopher Columbus Scholars program to offer college scholarships and the establishment of the Christopher Columbus Quincentenary Coin Foundation to mint and sell commemorative coins to generate the scholarship funds.</p> <p>Vol. .25 c.f.</p> <p><u>PERMANENT</u>. Transfer to the National Archives upon approval of the schedule.</p>		

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12.	<p>State Quincentenary Commissions. Correspondence between the Christopher Columbus Quincentenary Jubilee Commission and the various state quincentenary commissions regarding quincentenary celebrations in the states. Filed alphabetically by state.</p> <p>Vol. 4 c.f.</p> <p><u>PERMANENT.</u> Transfer to the National Archives upon approval of the schedule.</p>		
13.	<p>Country Files. Correspondence, memoranda, pamphlets and brochures regarding quincentenary celebrations in foreign countries, including those in which the Commission participated.</p> <p>Vol. 3 c.f.</p> <p><u>PERMANENT.</u> Transfer to the National Archives upon approval of the schedule.</p>		
14.	<p>Calendar of Events. Listings of quincentenary events by categories as well as a master list of all quincentenary events by date in the United States, Puerto Rico and the Virgin Islands.</p> <p>Vol. .5 c.f.</p> <p><u>PERMANENT.</u> Transfer to the National Archives upon approval of the schedule.</p>		
15.	<p>Fund Raising.</p> <p>a. Correspondence Files. Correspondence, lists, memoranda regarding advertising campaigns, contractors, television productions, fundraisers and other projects undertaken by the Commission to raise funds. Unarranged.</p> <p>Vol. 1 c.f.</p> <p><u>PERMANENT.</u> Transfer to the National Archives upon approval of the schedule.</p>		

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16.	<p>b. Subject Files. Correspondence, brochures, pamphlets from contractors, consultants, individuals, agencies and organizations concerning the Christopher Columbus Licensing Group and other fundraisers. Arranged by topic.</p> <p>Vol. 3 c.f.</p> <p><u>PERMANENT.</u> Transfer to the National Archives upon approval of the schedule.</p> <p>c. Sponsors.</p> <p>1). Successful solicitations. Correspondence with corporations, individuals, organizations, foundations and institutions who made financial contributions to underwrite Commission projects and events.</p> <p>Vol. approximately 1 c.f.</p> <p><u>TEMPORARY.</u> Destroy when 6 years, 3 months old.</p> <p>2). Unsuccessful solicitations. Correspondence with corporations, individuals, organizations, foundations and institutions who declined to make financial contributions to underwrite Commission projects and events.</p> <p>Vol. approximately 1 c.f.</p> <p><u>TEMPORARY.</u> Destroy upon termination of Commission.</p> <p>Publications.</p> <p>a. Publications of the Commission. One copy each of Commission's preliminary report, final report, annual reports, magazines, newsletter, pamphlets, brochures and posters.</p> <p>Vol. 1 cubic feet.</p> <p><u>PERMANENT.</u> Transfer to the National Archives upon approval of the schedule.</p>		

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b. Publications sent to Commission.
1). Publications produced in the United States and sent to the Commission. Books, posters, magazines, video and audio tapes.

Vol. 4 c.f.

TEMPORARY. Destroy upon termination of Commission.

2). Foreign Publications.
Books, magazines, posters, audio and video tapes produced in foreign countries to commemorate an aspect of the life, voyages and contributions of Christopher Columbus, and sent to the Commission.

Vol. 1 c.f.

PERMANENT. Transfer to the National Archives upon approval of the schedule.

c. Newsclippings.
Clipping file collected by the Commission. Newspaper articles written about any aspect of the life, voyages, contributions and quincentenary of Christopher Columbus.

Vol. 2 c.f.

TEMPORARY. Destroy upon termination of Commission.

17.

Audiovisual Materials.

a. Audiotapes.
Audiotapes of Commission meetings. Arranged by Commission meeting.

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b. Color Photographs.

1). Unlabeled color photographs of Commission meetings.

Vol. .25 c.f.

TEMPORARY. Destroy upon termination of the Commission.

2). Color photograph of Commissioners.

PERMANENT. Transfer to the National Archives upon approval of the schedule.

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.