

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 N1-220-93-15	DATE RECEIVED 11-16-93
1 FROM (Agency or establishment) White House Commission on Presidential Scholars		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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		DATE <u>ACTING</u> ARCHIVIST OF THE UNITED STATES	
4 NAME OF PERSON WITH WHOM TO CONFER Catherine Brown	5 TELEPHONE (202) 401-2910	3/7/94 <i>Raymond A. Moore</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 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 11/4/93	SIGNATURE OF AGENCY REPRESENTATIVE <i>Catherine Z. Brown</i>	TITLE <i>Acting, Executive Director</i>
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7 ITEM NO.	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Please see attached.		
<i>Sent to Agency, NSW, NNS, NNT, NL, NCF, NIA 3/9/94 @</i>			

White House Commission on Presidential Scholars
Attachment to SF 115-109

The White House Commission on Presidential Scholars was established by Executive Order #11155 of May 23, 1964, by President Lyndon Baines Johnson, to encourage, recognize, and honor the high attainment by high school seniors, in both public and private schools. The distinguished scholars have demonstrated leadership, scholarship, contribution to school and community, and accomplishments in the arts, sciences, or other fields. The goal of the Commission is to nationally recognize the scholastic attainments of students, and that this national recognition will enhance the accomplishments of each scholar and will increase their potential for further accomplishments.

Each year, the Commission selects 141 scholars - one male and one female from each State, the District of Columbia, Puerto Rico, and students from U.S. families living abroad; 15 students are chosen at large. On September 18, 1979, President James E. Carter amended the Executive Order of 1964, with Executive Order #12158. This amendment called for the selection of 20 students based on their outstanding scholarship and demonstrated ability and accomplishment in the visual and performing arts or in creative writing.

The White House Commission on Presidential Scholars is a permanent Commission that operates within the Department of Education.

1. **Scholars Files.** Essays written by students, student biographical information, essays written by school counselors, transcripts, administrative forms (biographical form for yearbook, security check forms, housing registration form, t-shirt order form, and others) for scholars recognition week, and other information about the students that were accepted into the White House Commission on Presidential Scholars program. This series is also referred to as successful applicants' files. Arranged alphabetically by State. The annual accumulation is 141 files (approximately 1.5 cf.).
Disposition: Temporary. Cut off annually. Retain in office for four years in order to verify yearbook and alumni publications and to choose current scholars as future advisors to the Commission. Destroy files in four year blocks when most recent record is four years old.
2. **Publications and Related Records.**
 - a. **Alumni Directory production records.** Alumni questionnaires (biographical information), galley proofs, copies of color photographs of former scholars and Presidents, photograph duplication instructions, and lists of alumni. Records are unarranged. Volume on hand is one cubic foot.
Disposition: Temporary. Cut off annually. Destroy when one year old.

- b. **Photographic records.** Photograph albums of scholars and proof sheets of scholars. Some photographs in the albums resemble passport pictures (in color), while others are professional photographs (black and white). The volume on hand is approximately one cubic foot.
Disposition: Temporary. Dispose current volume on hand upon approval of this schedule. Cut off future records annually. Destroy in five year blocks when most recent record is five years old.
- c. **Alumni Directory, Yearbook, and Program Books.** Publications and scrapbooks of past and current scholars. Included are lists of scholars; photographs of commissioners, scholars, the President, and influential speakers; lists of sponsors; lists of distinguished teachers; message from the President; lists of events; lists of speakers; and copies of invitations. The records are arranged chronologically and date from 1977 to the present.
Disposition: Permanent. Cut off annually. Transfer to the National Archives upon publication.
Acc. on hand: 1.33 cf.
3. **Audiovisual records.** First generation video recording (VHS copies of professional video productions) of each scholars recognition week since 1989 to the present. Includes images of commission members, the President during the White House medallion ceremony, scholars, and distinguished teachers.
Disposition: Permanent. Cut off annually. Transfer to the National Archives in two year blocks when ~~oldest~~^{most recent} record is four years old. (Per agency discussion on 11/24/93, YKW)
Acc. on hand: 5 video cassettes.
4. **Organization and Function Files of the White House Commission on Presidential Scholars.** Notification from President of appointments, resumes from commissioners, biographies of commissioners, lists of temporary appointments, budget statements, mailing lists of commissioners, history of the program, commissioners yearbook, and original signed appointment affidavits. Series is arranged alphabetically and dates from the beginning of the Commission to the present.
Disposition: Permanent. Cut off annually. Transfer to the National Archives in five year blocks when most recent record is ten years old.
Annual accumulation is approximately four file folders.
5. **Commission Hearing Files.** Agendas for business meetings, scholar selection meetings, and National Recognition Week meetings. Also included are correspondence at the chairperson and executive director levels, and minutes. Material is filed chronologically and dates from the beginning of the Commission to the present.
Disposition: Permanent. Cut off annually. Transfer to the National Archives in five year blocks when most recent record is ten years old.
Annual accumulation is approximately six file folders.

6. **Organization and Function Files of the Presidential Scholars Foundation.** Application for tax exempt status with the Internal Revenue Service and with the State of Delaware, copy of certificate of incorporation, and copy of by-laws. Series is unarranged.
Disposition: Permanent. Cut off annually. Transfer to the National Archives in five year blocks when most recent record is ten years old.
Acc. on hand: 1 file folder.
7. **Financial Files.** Copies of Commission tax exempt status forms and tax exempt certificate, bids and contracts, purchase orders, travel estimates, and related financial records. Arrangement is alphabetical, therein chronological.
Disposition: Temporary. Destroy 3 years after final payment.
8. **Scholars Administrative Files.** Information packets about the National Foundation for Advancement in the Arts, lists of governors, reservations for reception rooms, lists of proposed speakers, directories of chief state school officers, lists of caterers, lists of semifinalists, and lists of scholars.
Disposition: Temporary. Cut off annually. Destroy when one year old.
9. **Distinguished Teachers Files.** Biographies and background information for security clearances. Arrangement is alphabetical by teacher's name, and dates from the beginning of the Commission to the present.
Disposition: Temporary. Cut off annually. Destroy when one year old.
10. **Public Relations Files.**
 - a. **Newspaper Clippings.** Newspaper clippings sent by private citizens to the Commission from across the United States. Unarranged. No dates. Current volume on hand is two file folders.
Disposition: Temporary. Destroy upon approval of this schedule.
 - b. **Press Releases.** Press releases announcing the selection of scholars. This subseries, arranged chronologically, dates from the beginning of the Commission to the present.
Disposition: Permanent. Cut off annually. Transfer to the National Archives in five year blocks when most recent record is ten years old. Annual accumulation is approximately two file folders.

Duplicative, fragmentary, non-record materials and items under the General Records Schedule may be disposed without further permission from the Commission.