

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 N1-220-94-4: 5	DATE RECEIVED 12/1/93
1 FROM (Agency or establishment) National Council on Disability		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 6-24-94	
4 NAME OF PERSON WITH WHOM TO CONFER Janice Mack	5 TELEPHONE 272-2004	ARCHIVIST OF THE UNITED STATES <i>Andy Huskamp Peters</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 12-1-93	SIGNATURE OF AGENCY REPRESENTATIVE <i>Janice Mack</i>	TITLE Administrative Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>National Council on Disability</p> <p>The National Council on Disability is an Independent federal agency established in 1978 within the Department of Education. It became independent in 1984 under the Rehabilitation Act Amendments.</p> <p>All the ^{permanent} records on this schedule created between ¹⁹⁸⁴ 1978 and 1993 total ^{four} under three cubic feet.</p> <p>For all records series listed herein, the National Archives and Records Administration reserves the right to dispose of any marginal, duplicate, fragmentary or non-identifiable materials and records that are already scheduled under approved agency schedules and the General Records Schedule during archival processing.</p> <p>(See Attached Sheets)</p>		

National Council on Disability
Attachment to SF 115-109

1. **Subject Files of the Chairperson.** Records created and received by the Chairperson including memorandums, letters to Council members, statements by the Council Chairperson, correspondence with organizations, and communication memorandums. This material, filed alphabetically by subject name, dates from 1984 to the present.
Disposition: Permanent. Cut off records annually. Transfer to the National Archives in 6 year blocks when most recent record is 5 years old.
2. **Subject Files of the Executive Director.** Records created and received by the Executive Director including memorandums, letters to staff, correspondence with Chairperson and Council members, correspondence with organizations, and communication memorandums. This material, filed alphabetically by subject name, dates from 1984 to the present.
Disposition: Permanent. Cut off records annually. Transfer to the National Archives in 6 year blocks when most recent record is 5 years old.
3. **Council Members Nomination and Appointment Files.** Nomination and appointment information, biographical data, resumes, and related documents. The records are filed alphabetically by name and date from 1984 to the present.
Disposition: Permanent. Cut off records annually. Transfer to the National Archives in 6 year blocks when most recent record is 5 years old.
4. **Photograph Files.** Photographs of Council members throughout their tenure.
Disposition: Permanent. Cut off records annually. Transfer to the National Archives in 6 year blocks when most recent record is 5 years old.
5. **Organization and Function Files.** Organizational charts, policy manuals, directives manuals, functional statements, and descriptions of staff responsibilities.
Disposition: Permanent. Cut off records annually. Transfer to the National Archives in 6 year blocks when most recent record is 5 years old.
6. **Minutes.**
 - a. **Official minutes.** Official minutes of meetings of the National Council on Disability. This series is filed chronologically and dates from 1984 to the present.
Disposition: Permanent. Cut off records annually. Transfer to the National Archives in 6 year blocks when most recent record is 5 years old.
 - b. **Transcripts.** Transcripts of meeting minutes.
Disposition: Temporary. Destroy when all administrative use has been exhausted.

7. **Speeches.** Speeches made by National Council members and staff. The records are filed chronologically and date from 1984 to the present.
Disposition: Permanent. Cut off records annually. Transfer to the National Archives in 6 year blocks when most recent record is 5 years old.
8. **Annual Reports.** Annual reports to Congress and to the President of the United States.
Disposition: Permanent. Cut off records annually. Transfer to the National Archives in 6 year blocks when most recent record is 5 years old.
9. **News Releases.** Prepared statements or announcements issued for distribution to the media.
Disposition: Permanent. Cut off records annually. Transfer to the National Archives in 6 year blocks when most recent record is 5 years old.
10. **Public Hearing Files**
 - a. **Proceedings of Hearings, Forums, and Conferences.** Conference papers, research findings, agendas, lists of participants, and transcripts of proceedings of hearings, forums, and conferences.
Disposition: Permanent. Cut off records annually. Transfer to the National Archives in 6 year blocks when most recent record is 5 years old.
 - b. **Working Papers.** Research reports, articles, bibliographies, and studies.
Disposition: Temporary. Cut off records annually. Destroy when all administrative use has been exhausted.
11. **Reports to Congress.** Assessments of current laws and recommendations for improving federal policies, programs, and activities.
Disposition: Permanent. Cut off records annually. Transfer to the National Archives in 6 year blocks when most recent record is 5 years old.
12. **Research Files.**
 - a. **Final Reports.** Final reports to research studies from and correspondence with contractors hired to research areas of interest to the Council. Included are statistical, social, scientific, demographic, and technical data.
Disposition: Permanent. Cut off records annually. Transfer to the National Archives in 6 year blocks when most recent record is 5 years old.
 - b. **Drafts to Research Studies.** Drafts to reports written by contractors.
Disposition: Temporary. Destroy when all administrative use has been exhausted.

13. **Publications Files.** One record copy of each published report, study, pamphlet, booklet, or other publication produced by the Council.
Disposition: Permanent. Cut off records annually. Transfer to the National Archives in 6 year blocks when most recent record is 5 years old.

14. **Audio Tapes of Meetings.** Tape recordings of meetings of the National Council members. This series is no longer created. The audio tapes date from ca. 1984 to ca. 1990.
Disposition: Temporary. Destroy when all administrative use has been exhausted.

15. **Citizens Mail.** Incoming and outgoing correspondence from private citizens.
Disposition: Temporary. Cut off records annually. Destroy when 5 years old.