FEDERAL ENTITY CEASED OPERATIONS

Schedule Number: N1-220-95-016

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 Small Business Commission was established on October 5, 1990, under Public Law 101-409, as amended by Public Law 103-81. The commission submitted its final report to the President and Congress prior to ceasing operations on September 30, 1995.

Date Reported: 06/22/2020
REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)  

| TO: | NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408 |
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<tbody>
<tr>
<td>1. FROM (Agency or establishment)</td>
<td>The White House Conference on Small Business</td>
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<td>2. MAJOR SUBDIVISION</td>
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<td>3. MINOR SUBDIVISION</td>
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<tr>
<td>4. NAME OF PERSON WITH WHOM TO CONFER</td>
<td>Victoria Smith, Admin., Officer</td>
</tr>
<tr>
<td>5. TELEPHONE</td>
<td>202/724-0891</td>
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<tr>
<td>6. AGENCY CERTIFICATION</td>
<td>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.</td>
</tr>
<tr>
<td>DATE</td>
<td>8/1/95</td>
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<td>SIGNATURE OF AGENCY REPRESENTATIVE</td>
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Administrative Officer |

Please see attached.
Attachment to Standard Form 115
Job No. N1-220-95-16

WHITE HOUSE CONFERENCE ON SMALL BUSINESS

The White House Conference on Small Business (15 USC 631) was established on October 5, 1990, under Public Law 101-409 and amended by Public Law 103-81, known as the White House Conference on Small Business Authorization Act. The statutory duties of the Commission are to increase public awareness of the essential contribution of small business; to identify the status of minorities and women as small business owners; to assemble small businesses to develop such specific and comprehensive recommendations for executive and legislative action.

The Commission must prepare and submit a final report to the President and the Congress not more than four months from the date on which the National Conference is convened. The report will include the findings and the recommendations of the delegates as well as proposals for any legislative action necessary to implement the findings.

1. Conference Files


      Disposition: Permanent. Transfer to the National Archives upon termination of Commission.

   B. Administrative Records. Internal and external correspondence involving the production of the conferences.

      Disposition: Temporary. Destroy upon termination of the Commission.

2. Chairman's Records

   A. Chairman's Subject Files. Some of the subjects include Task Forces, Recommendations, WHCOSB Meeting, Independent Studies, Commissioners Meeting Minutes, and Correspondence. This series contains incoming and outgoing correspondence at the Commissioner level, meeting minutes, Commissioners' backgrounds, and identifies members of the task forces. Arranged by subject. Dates: 1980-1994. Volume: 2.5 cu. ft.

      Disposition: Permanent. Transfer to the National Archives upon termination of the Commission.
B. **Chairman's Briefing books.** Contains orientation materials for the Chairman including enabling legislation, guidelines, and instructions. Also includes swearing-in ceremony materials and materials from the planning session with the Commissioners. Arranged by subject. Dates: 1980-1994.

**Volume:** 1.5 cu. ft.

**Disposition:** Permanent. Transfer to the National Archives upon termination of the Commission.


**Disposition:** Permanent. Transfer to the National Archives upon termination of Commission.


**Volume:** 0.5 inches.

**Disposition:** Permanent. Transfer to the National Archives upon termination of Commission.

5. **Outreach Correspondence.** Contains incoming and outgoing correspondence regarding the Commission's efforts to reach all facets of the small business community nation-wide. Includes Congressional correspondence regarding the concerns from the Veteran members of the small business community. Arranged chronologically. Dates: 1993-1995.

**Disposition:** Permanent. Transfer to the National Archives upon termination of the Commission.

6. **Publications**

A. **Final Report to the President and the Congress.** Final Report containing recommendations and outlining the Commission's activities. Submitted to the President and the Congress. Date: 1995. **Volume:** 1 Item.

**Disposition:** Permanent. Transfer to the National Archives upon termination of Commission.

Disposition: Permanent. Transfer to the National Archives upon termination of Commission.

C. Publication Administrative Records. Includes drafts to the final report to the President and the Congress and other publications and internal correspondence on the development and progress of the final report.

Disposition: Temporary. Destroy upon termination of Commission.

7. Contracts. Contractual agreements for outside experts and consulting as necessary to supplement the work of the Commission staff, allowing the Commission to perform its statutory duties. Also includes other contracts in connection with the conferences. Volume: 0.5 cu.ft.

Disposition: Temporary. GRS 3, item 3a(2). Transfer to the Washington National Records Center upon the termination of the Commission. Destroy three years after the termination of the Commission.

8. Ballots. Voting ballots used to determine recommendations for potential legislative or executive action. Ballots are anonymous and only list the recommendations by number.

Disposition: Temporary. Destroy upon termination of the Commission.


Disposition: Permanent. Transfer to the National Archives upon termination of Commission. NNSM is authorized to dispose any videotape that may lack sufficient historical value to merit permanent retention.

**Disposition:** **Permanent.** Transfer to the National Archives upon termination of Commission. NNSM is authorized to dispose any audiotape that may lack sufficient historical value to merit permanent retention.

C. **Still Photographs.** Contains Black and white and color still photographs with their negatives. Sizes of the photos include 3x5, 5x7, and 8x10. The photos are of conference events that include images of political leaders, the Chairman and the Commissioners, conference speakers, and WHCOSB staff. Unarranged and uncaptioned. Dates: 1993-1995. Volume: three inches.

**Disposition:** **Permanent.** Transfer to the National Archives upon termination of Commission. NNSP is authorized to dispose any still photograph that cannot be identified.

D. **Posters.** Poster mailed in advance and given out during the National Conference. Volume: 2 copies of poster.

**Disposition:** **Permanent.** Transfer two copies of the poster to NNSP in the National Archives upon termination of Commission.


**Disposition:** **Temporary.** Destroy upon termination of the Commission.

Duplicative, fragmentary, non-record materials and items covered by the General Records Schedule may be disposed without further permission from the White House Conference on Small Business.