

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>N1-220-95- 16</i>	
1. FROM (Agency or establishment) The White House Conference on Small Business		DATE RECEIVED <i>9-12-95</i>	
2. MAJOR SUBDIVISION		NOTIFICATION TO AGENCY 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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
Victoria Smith, Admin., Officer	202/724-0891	<i>2-22-96</i>	<i>John W. Paul</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 <u>2</u> 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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE	
8/1/95	<i>[Signature]</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 GRS OR SUPERSEDED JOB CITATION	10.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)
	Please see attached.		

115-109
 FEB 27 1996 *MMV*
copy to: NRS, NL, NNT, NIA

NSN 7540-00-634-4064
 PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)
 Prescribed by NARA
 36 CFR 1228

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

- A. State, Regional, and National Conference Books.** Includes conference books from the state, regional, and National Conferences. They contain incoming and outgoing correspondence; agendas; press releases; and biographies of speakers, experts, etc. Arranged by name of state, site of regional conference, and the National Conference book. Dates: 1993-1995. Volume: 4 cu. ft.

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.

3. Commissioners' Biographies. Biographies of Commissioners. Arranged by name of Commissioner. Dates: 1993-1995.

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

4. Organization and Function File. Includes the enabling legislation, organization chart, and budget appropriated by Congress. Dates: October 1993-September 1995.
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.

- B. Publications.** Publications include Issues Handbook, National Small Business Showcase Directory, and brochures such as the State Conference Schedule and conference registration forms. Dates: 1993-1995. Volume: 2 inches.

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.

9. **Audiovisual Records.**

- A. Video Tapes.** Five VHS commercial video recording cassettes containing speeches/addresses at state conferences by Senator Harkin of Iowa, Governor Caperton of West Virginia, and Congressional Representative Jan Meyers of Kansas. Other videos include Small Business. Big Voice, made for the Commission and a broadcast of The Global Connection featuring Dr. David Brophy at the WHCOSB [conference] in 1995--produced by Mary Bigelow of Winchester, Massachusetts. This last video may be the copyright property of Ms. Bigelow. Dates: 1994-1995. Volume: Five items.

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.

- B. Audio Cassettes.** Commercial audio cassettes recordings of speakers at state conferences. Arranged chronologically. Dates: 1994-1995. Volume: 2.5 cu.ft.

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.

- 10. State Press Books.** Includes summary of press coverage for each of the state conferences, copies of newspaper clippings, and press releases. Arranged by State. Dates: 1993-1995. Volume: 6 cu. ft.

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.