

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 N1-220-96-2	DATE RECEIVED 4/17/96
1. FROM (Agency or establishment) Commission on Family and Medical Leave		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 7-15-96	ARCHIVIST OF THE UNITED STATES John W. Cal
4. NAME OF PERSON WITH WHOM TO CONFER Krista Millar	5. TELEPHONE (202)219-6627		

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 4/16/96	SIGNATURE OF AGENCY REPRESENTATIVE <i>Am Boden</i>	TITLE Executive Director
-----------------	---	-----------------------------

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<p>Commission on Family and Medical Leave, 1993-1995</p> <p>The Commission on Family and Medical Leave was established on February 5, 1993, by Title III of the Family Medical Leave Act (FMLA) of 1993 (Public Law 103-3) to study the effects of existing and proposed policies relating to family and medical leave. The Commission's final report is due November 30, 1995. The Commission will terminate on December 31, 1995.</p> <p>All changes to this proposed schedule have been approved by:</p> <p><i>Susan Elter</i> <u>6/19/96</u> <i>Am Boden</i> <u>6/20/96</u> NARA appraiser date Agency representative date</p> <p>Incoming and outgoing correspondence, memoranda, biographies, position papers, clippings, state and federal legislation, and other materials concerning the purpose and functions of the Commission. Arranged alphabetically by topic. Volume: c. 1 cubic foot.</p> <p>PERMANENT. Transfer to the National Archives upon termination of the Commission.</p>		

JUL 17 1996 *MW**Copy to: Agency, NNT
NL, NSX*

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION

JOB NUMBER
N1-220-96-2

PAGE 2 OF 4

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
2.	<p>Commissioners' Files Incoming and outgoing correspondence, memoranda and other records exchanged between the Commissioners and the Commission. Arranged chronologically. Volume: c. 2 inches.</p> <p>PERMANENT. Transfer to the National Archives upon termination of the Commission.</p>		
3.	<p>Executive Director's Correspondence</p> <p>Copies of outgoing Commission correspondence maintained by the Executive Director. Arranged chronologically. Volume: c. 3 inches.</p> <p>PERMANENT. Transfer to the National Archives upon termination of the Commission.</p>		
4.	<p>Executive Director's Reading File</p> <p>Incoming and copies of outgoing correspondence. Arranged by incoming or outgoing and thereunder chronologically. Volume: c. 4 inches.</p> <p>PERMANENT. Transfer to the National Archives upon termination of the Commission.</p>		
5.	<p>Incoming and Outgoing Faxes</p> <p>Incoming and copies of outgoing faxes. Arranged chronologically. Volume: c. 4 inches.</p> <p>PERMANENT. Transfer to the National Archives upon termination of the Commission.</p>		
6.	<p>Commission Meeting Transcripts</p> <p>Transcripts and summaries of Commission meetings. Arranged by meeting. Volume: c. 5 inches.</p> <p>PERMANENT. Transfer to the National Archives upon termination of the Commission.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION

JOB NUMBER
N1-220-96-2

PAGE
3 OF 4

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
7.	<p>Hearings Files</p> <p>Press packet, correspondence, news clippings, videotapes and other records related to each of the Commission's hearings. Arranged by hearing. Volume: c. 1.5 cubic feet.</p> <p>PERMANENT. Transfer to the National Archives upon termination of the Commission.</p>		
8.	<p>Briefing Books</p> <p>Books prepared for the Commissioners prior to each meeting containing agenda, background material, reference guide, budget update, research reports and other records pertinent to the meeting. Arranged by meeting. Volume: c. 1 cubic foot.</p> <p>PERMANENT. Transfer to the National Archives upon termination of the Commission.</p>		
9.	<p>Publications</p> <p>One of each report, brochure, pamphlet, survey or other publication produced by or for the Commission. Arranged by type of publication. Volume: c. 1 inch.</p> <p>PERMANENT. Transfer to the National Archives upon termination of the Commission.</p>		
10.	<p>Research Files</p> <p>Correspondence, surveys, reports and other records relating to research pursued by or for the Commission. Arranged by study. Volume c. 1 cubic foot.</p> <p>PERMANENT. Transfer to the National Archives upon termination of the Commission.</p>		
11.	<p>Surveys of Employers, Employees and Embedded Employees</p> <p>A. Databases, Complete Versions.</p> <p>PERMANENT. Transfer to the National Archives upon termination of the Commission.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION

JOB NUMBER
N1-220-96-2

PAGE
4 OF 4

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>B. Documentation</p> <p>PERMANENT. Transfer to the National Archives upon termination of the Commission.</p> <p>C. Public Use Version of Employer ^{and Employee} Database.₁</p> <p>PERMANENT. Transfer to the National Archives upon creation of the public use version.</p>		