

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION

JOB NUMBER
N1-220-96-

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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 GRS OR SUPERSEDED JOB CITATION	10.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)
2.	<p>Briefing Books</p> <p>Agendas, meeting minutes and other records of Commission meetings and tours maintained in chronological order. Volume on hand is approximately 6 cubic feet.</p> <p>PERMANENT. Cut off annually. Transfer to the National Archives in 5 year blocks when newest record is 5 years old (1989-1993 transfers in 1998).</p>		
3.	<p>Correspondence</p> <p>Incoming and outgoing correspondence, facsimiles and internal memoranda. Volume is approximately 1 cubic foot per year.</p> <p>a. Staff Correspondence</p> <p>Incoming correspondence filed alphabetically by recipient.</p> <p>PERMANENT. Cut off annually. Transfer to the National Archives in 5 year blocks when newest record is 5 years old (1989-1993 transfers in 1998).</p> <p>b. Subject File</p> <p>Incoming and outgoing correspondence and internal memos filed alphabetically by subject.</p> <p>PERMANENT. Cut off annually. Transfer to the National Archives in 5 year blocks when newest record is 5 years old (1989-1993 transfers in 1998).</p> <p>c. Tracking and Control System Annual Printout</p> <p>Hard copy printout of incoming and outgoing correspondence log.</p> <p>PERMANENT. Print annually. Transfer to the National Archives with the related correspondence.</p> <p>d. Reading File</p> <p>Duplicate copies of incoming and/or outgoing correspondence circulated for staff information.</p>		

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4.	<p>TEMPORARY. Destroy when no longer needed, not to exceed 1 year.</p> <p>Publications</p> <p>One copy each of reports, newsletters, press releases, annual reports and any other published item produced by the Commission. Arranged by type, thereunder chronologically. volume on hand is 1 cubic foot.</p> <p>PERMANENT. Cut off annually. Transfer to the National Archives in 5 year blocks when newest record is 5 years old (1989-1993 transfers in 1998).</p>		
5.	<p>Audiovisuals</p> <p>a. Videotapes</p> <p>Videotape of press conference announcing release of an annual report.</p> <p>TEMPORARY. Destroy when no longer needed, not to exceed the life of the Board.</p> <p>b. Still Photographs</p> <p>Binders of 4 X 6 color candid snapshots. Unarranged. Volume on hand is approximately 1 cubic foot.</p> <p>TEMPORARY. Destroy when no longer needed, not to exceed the life of the Board.</p>		
6.	<p>Clipping File</p> <p>Newsclippings filed by year, thereunder alphabetically by subject. Annual accumulation is approximately 4 inches.</p> <p>PERMANENT. Cut off annually. Transfer to the National Archives in 5 year blocks when newest record is 5 years old (1989-1993 transfers in 1998).</p> <p>Records already appraised as disposable under the General Records Schedule, as well as duplicate, unidentifiable, unrelated and non-archival material, may be destroyed during archival processing</p>		