

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 N1-220-96-10	DATE RECEIVED 7-11-96
1. FROM (Agency or establishment) Advisory Board on Child Abuse and Neglect		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 9-17-96	ARCHIVIST OF THE UNITED STATES John W. Carl
NAME OF PERSON WITH WHOM TO CONFER Barbara DiChiacchio		5. TELEPHONE (202) 401-5521	
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>3</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 type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 7/8/96	SIGNATURE OF AGENCY REPRESENTATIVE Christ Bruce	TITLE Ex. Dir.	

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See attached		

SEP 27 1996 MNY

copy to: Agency
NNSD
NNT
NCF

**ADMINISTRATION FOR CHILDREN AND FAMILIES
OFFICE OF THE ASSISTANT SECRETARY**

U.S. ADVISORY BOARD ON CHILD ABUSE AND NEGLECT

Item 1. **Board Reports, 1990-1994:** Record copy of annual Advisory Board report created in accordance with the Federal Advisory Committee Act (FACA) and Congressional mandate.

Permanent: Cut off files upon closure of the Advisory Board. Retire to WNRC upon approval of this schedule. Transfer to the National Archives 5 years after cut off.

Total accumulation: 5 c.f.

Item 2. **Board Activities File, 1989-1996:** Working files documenting the development of Board reports. Files include drafts of Board reports, correspondence relating the creation of each Board report, and related background materials.

Temporary: Cut off files upon closure of the Advisory Board. Retire to WNRC upon approval of this schedule. Destroy 3 years after cut off.

Total accumulation: 8 c.f.

Item 3. **Board Charter and FACA Reports:**

A. **Charter materials, 1988-1996.** Record copy of all biannual Advisory Board Charters and related background materials.

Permanent: Cut off files upon closure of the Advisory Board. Retire to WNRC upon approval of this schedule. Transfer to the National Archives 5 years after cut off.

Total accumulation: 1 c.f.

B. **FACA reports, 1989-1995.** Record copy of FACA reports justifying the operations of the Advisory Board.

Temporary. Cut off files upon closure of the Advisory Board. Retire to WNRC upon approval of this schedule. Destroy 5 years after cut off.

Total accumulation: 1 c.f.

Item 4. **Board Hearings/Press Conferences/Symposiums, 1989-1995:** Records relating to hearings, press conferences and symposiums held by the Advisory Board. Files include agendas, minutes, handouts, press releases, speeches, and legal testimony.

Permanent: Cut off files upon closure of the Advisory Board. Retire to WNRC upon approval of this schedule. Transfer to the National Archives 5 years after cut off.

Total accumulation: 7 c.f.

Item 5. **Board Meeting Files, 1989-1995:** Records documenting each Advisory Board meeting. Files include agendas, minutes, and handouts.

Permanent: Cut off files upon closure of the Advisory Board. Retire to WNRC upon approval of this schedule. Transfer to the National Archives 5 years after cut off.

Total accumulation: 6 c.f.

Item 6. **Board Nomination and Selection Materials, 1989-1996:** Record of all Board nominations and selections/appointments. Files contain nomination letters, records documenting the selection process, and the appointment of members.

Temporary: Cut off files upon closure of the Advisory Board. Retire to WNRC upon approval of this schedule. Transfer to the National Archives 5 years after cut off.

Total accumulation: 7 c.f.

Item 7. **Advisory Board Administrative Files, 1989-1996:** Administrative records of the Advisory Board, including: ethics materials, Federal Register notices, copies of legislation, personnel materials, printing materials, rosters, and travel records.

Temporary: Cut off files upon closure of the Advisory Board. Retire to WNRC upon approval of this schedule. Destroy 3 years after cut off.

Total accumulation: 29 c.f.

Item 8. **Camera Ready Negatives of Board Reports, 1990-1994:**

Temporary: Cut off files upon closure of the Advisory Board. Retire to WNRC upon approval of this schedule. Destroy 3 years after cut off.

Item 9. **Audiotapes, 1989-1995:** Record of all meetings, hearings, and press conferences held by the Advisory Board.

Item count: 242

Permanent: Transfer to the National Archives 5 years after closure of the Advisory Board in accordance with 36 CFR 1228.184. The National Archives reserves the right during archival processing to dispose of any marginal, duplicate, fragmentary, or non-identifiable materials or records that are already scheduled under approved agency schedules and the GRS, as well as those records lacking sufficient historical value to warrant permanent retention by the U.S. Government.

Item 10. **Public Service Announcement:** Videotape copy of 15 second public service announcement on the Advisory Board.

Temporary: Destroy 5 years after the closure of the Advisory Board.