# REQUEST FOR RECORDS DISPOSITION AUTHORITY

**TO:** NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NARA)  
WASHINGTON, DC 20408

<table>
<thead>
<tr>
<th>1. FROM (Agency or establishment)</th>
<th>MARTIN LUTHER KING, JR. FEDERAL HOLIDAY Comm.</th>
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<tbody>
<tr>
<td>2. MAJOR SUBDIVISION</td>
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<td>3. MINOR SUBDIVISION</td>
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<tr>
<th>4. NAME OF PERSON WITH WHOM TO CONFER</th>
<th>5. TELEPHONE</th>
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<th>6. AGENCY CERTIFICATION</th>
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<tr>
<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 <em>U</em> 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,</td>
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<td>is not required;</td>
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<th>7. ITEM NO.</th>
<th>8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</th>
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</table>
Congress created the Martin Luther King, Jr. Federal Holiday Commission (MLK,JR.FHC) on November 2, 1984 to insure the proper observation of the Federal Holiday in honor of Dr. Martin Luther King, Jr.  
Working Commission files, notes, press releases, correspondence by events and year. Files of the activities and programs of the fiscal. Chronologically by year.  
Vol. 20 cubic feet  
PERMANENT. Transfer to National Archives upon approval of schedule. |
| 2. | MLK,JR.FHC Permanent Files & Travel Vouchers.  
Contains the files of loaned and permanent employees of the Commission, including some contracts for Fiscal Year (FY) 1984-1995. Some travel vouches are contained in this file.  
Vol. 2 cubic feet  
TEMPORARY. Destroy after 5 years. |

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<th>9. GRG OR SUPERSEDED JOB CITATION</th>
<th>10. ACTION TAKEN (NARA USE ONLY)</th>
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<tr>
<td>SEE REVISED SCHEDULE</td>
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Congress created the Martin Luther King, Jr. Federal Holiday Commission (MLK, Jr. FHC) on November 2, 1984 to insure the proper observation of the Federal Holiday in honor of Dr. Martin Luther King, Jr. It was abolished effective September 30, 1996.

1. **Commission Working Files, 1984-1996**
   
   **DISPOSITION:** PERMANENT. Screen files to remove disposable GRS items including duplicate copies and routine housekeeping files, which can be disposed of under GRS 23/1. Transfer remaining files to the National Archives, after screening, and upon approval of schedule.

   
   **DISPOSITION:** TEMPORARY. Apply GRS 1/3, 1/18a and 1/18b to employee files; GRS 3/2, 3/3, and 3/17 to contract records and GRS 9/3a to Travel Vouchers.

   
   **DISPOSITION:** TEMPORARY. Apply GRS 5/1, 5/2, and 5/3b.

   
   **DISPOSITION:** PERMANENT. Screen and remove one copy of each of the annual final audit reports to be transferred to the National Archives after approval of this schedule. Destroy remaining files in January 2004.

   
6. **Commission Chair’s Incoming & Outgoing Correspondence, 1985-1996 (220-97-0020).** Letters and other correspondence, both sent and received, by Commission Chair Coretta Scott King. Vol. 1 cu. ft.

**DISPOSITION:** PERMANENT. Transfer to the National Archives upon approval of this schedule.

7. **Executive Director’s Incoming & Outgoing Correspondence, 1984-1995 (220-97-0002 & 220-97-0007).** Letters and other correspondence, both sent and received by Commission Executive Director Lloyd Davis. Includes some correspondence of Mrs. King. Vol. 2 cu. ft.

**DISPOSITION:** PERMANENT. Transfer to the National Archives upon approval of this schedule.

8. **General Correspondence, 1984-95 (220-97-0017).** Routine administrative and housekeeping correspondence organized chronologically. Also, includes form letters, phone messages, requests for information and “thank-you’s” to and from government officials invited to participate in supporting the establishment of the Holiday and the work of the Commission. Vol. 2 cu. ft.

**DISPOSITION:** TEMPORARY. Destroy on approval of schedule.


**DISPOSITION:** PERMANENT. Transfer to the National Archives upon approval of this schedule.

10. **National Information & Planning Conferences, 1984-1995 (220-97-0022).** Files consist of routine background information and administrative files on arrangements about the Planning Conferences, including agendas, participants and activities. Vol. 3 cu. ft.

**DISPOSITION:** TEMPORARY. Destroy in January 2005.
11. **National Youth Assemblies, 1985-95** (220-97-0019). Files consist of routine background information & administrative files on arrangements about the Assemblies, including agendas, programs, and lists of activities and participants. Vol. 2 cu. ft.

   **DISPOSITION:** TEMPORARY. Destroy in January 2005.

12. **Awards Recognition Luncheons, 1986-95** (220-97-0012). Files consist of routine background information and administrative files on arrangements about the luncheons, including agendas, programs, and lists of activities and participants. Vol. 1 cu. ft.

   **DISPOSITION:** TEMPORARY. Destroy in January 2005.


   **DISPOSITION:** PERMANENT. Transfer to the National Archives upon approval of this schedule.

14. **Commission Chair’s Speeches, 1984-95** (220-97-0004). Speeches by the Chair of the Commission, Coretta Scott King. Vol. 1 cu. ft.

   **DISPOSITION:** PERMANENT. Transfer to the National Archives upon approval of this schedule.

15. **Biographical Files, 1990-95** (220-97-0016). Files contain biographies of Commissioners, Speakers’ Bureau members, and members of the King Family, as well as copies of speeches on a variety of topics. Vol. 1 cu. ft.

   **DISPOSITION:** PERMANENT. Transfer to the National Archives upon approval of this schedule.


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19. **State & Local King Holiday Commissions & Committees, 1989-95** (220-97-0025). Files contain reporting forms on holiday observance activities, copies of news clippings, programs, and other information about state and local observances. Files arranged alphabetically by state; thereunder there are files for some cities with active observance programs. Vol. 4 cu. ft.

**DISPOSITION: PERMANENT.** Transfer to the National Archives upon approval of this schedule.


**DISPOSITION: PERMANENT.** Transfer to the National Archives upon approval of this schedule.

21. **Issue Notebooks, 1987-91** (220-97-0013). These files were used by the Executive Director Lloyd Davis to document important contacts with various organizations supporting the work of the Commission. Vol. 1 cu. ft.

**DISPOSITION: PERMANENT.** Transfer to the National Archives upon approval of this schedule.

22. **Foreign Activities Files, 1985-95** (220-97-0010). Files documenting the Commission’s contacts with foreign countries and with United Nations committees. They also include
information from foreign countries about their celebrations of King's birthday. Vol. 1 cu. ft.

**DISPOSITION: PERMANENT.** Transfer to the National Archives upon approval of this schedule.


**DISPOSITION: PERMANENT.** Upon approval of this schedule, screen to remove background files. Immediate destruction is authorized. Transfer substantive planning files to the National Archives.


**DISPOSITION: PERMANENT.** Transfer to the National Archives upon approval of this schedule.


**DISPOSITION: PERMANENT.** Screen to remove all files except one copy of the annual budget reports. Destroy the temporary files under GRS 5/1, 5/2, 5/3b and 5/4. As soon as screening is accomplished, transfer the copies of the annual budget reports to the National Archives upon approval of this schedule.


**DISPOSITION: PERMANENT.** Screen to remove all files except one copy of the annual budget reports of the Corporation. Destroy remaining files January 2004. Transfer one copy of each of the annual budget reports to the National Archives upon approval of this schedule.

DISPOSITION: TEMPORARY. Destroy April 2002.