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| 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>NI-220-97-2</i> | DATE RECEIVED <i>11-06-96</i> |
| 1. FROM (Agency or establishment) <i>MARTIN LUTHER KING, JR. FEDERAL HOLIDAY COMM.</i> | | 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 | | | |
| 4. NAME OF PERSON WITH WHOM TO CONFER | 5. TELEPHONE | DATE <i>5-5-99</i> | ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 6 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.

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| DATE | SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> | TITLE |
|------|--|-------|

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
|-------------|---|-----------------------------------|----------------------------------|
| 1. | <p>RECORDS OF THE MARTIN LUTHER KING, JR. FEDERAL HOLIDAY COMMISSION 1984 - 1996</p> <p>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.</p> <p><u>Working Files.</u> Commission files, notes, press releases, correspondence by events and year. Files of the activities and programs of the fiscal. Chronologically by year.</p> <p>Vol. 20 cubic feet</p> <p>PERMANENT. Transfer to National Archives upon approval of schedule.</p> | | SEE REVISED SCHEDULE |
| 2. | <p><u>MLK, JR. FHC Permanent Files & Travel Vouches.</u> 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.</p> <p>Vol. 2 cubic feet</p> <p>TEMPORARY. Destroy after 5 years.</p> | | |

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**RECORDS OF THE MARTIN LUTHER KING, JR. FEDERAL HOLIDAY
COMMISSION, 1984-1996**

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**

(Access. # 220-97-0028). Files contain memos, press releases, correspondence, and event files arranged chronologically by year. Vol. 21 cu. ft.

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.

2. **Personnel, Contracting and Travel Files, 1984-96** (220-97-0018). Records consist of personnel-related files, contract files (1984-95) and travel vouchers (1984-96). Vol. 2 cu. ft.

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.

3. **Budget & Related Records, 1984-1996** (220-97-0006). Background financial material consisting of routine administrative, budget, and housekeeping files. Vol. 1 cu. ft.

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

4. **Audit & Treasurer Reports, 1985-1995** (220-97-0009). Copies of final audit reports as well as supporting financial and accounting documents. Vol. 1 cu. ft.

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.

5. **Procurement, Contracts, Bid and Supply Requisitions, FY 1985-95** (220-97-0011). Routine procurement, contracting, bid and supply records. Vol. 1 cu. ft.

DISPOSITION: TEMPORARY. Apply GRS 3/2, 3/3, 3/4, 3/5, 3/9, and 3/17.

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.

9. **Governance, Articles of Incorporation, Charter, and By-laws, 1984-94 (220-97-0001).** Basic documents about the Commission's establishment, organizational structure and governance. Vol. 1 cu. ft.

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.

13. **Legislative Files, 1984-95** (220-97-0003). Files on legislative matters, including the authorizing Establishment Bill for the Commission and subsequent Continuation Bills. Vol. 1 cu. ft.

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.

16. **Meeting Transcripts, 1985-96** (220-97-0023). Transcripts of meetings of the Commission and Operations Committee. Vol. 3 cu. ft.

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

17. **Commission Committee Files, 1984-96** (220-97-0026). Reports of committees such as the Law Enforcement, Library, Education, Freedom Trail, and Liberty Bell Committees. Vol. 4 cu. ft.

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

18. **Meeting Minutes and Agendas, 1984-96** (220-97-0008). Files consist of minutes and agendas of meetings of the Commission and its Committees. Vol. 1 cu. ft.

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

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.

20. **Publications, 1984-96** (220-97-0005). Files contain annual reports, newsletters, manuals, press releases and brochures prepared by the Commission. Vol. 1 cu. ft.

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.

23. **March on Washington Commemorative Celebrations, 1988 & 1993 (220-97-0014).** Planning files consisting primarily of back-ground form letters, and correspondence regarding the housekeeping details of planning of the marches, but also some substantive planning documentation. Vol. 1 cu. ft.

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

24. **Staff Planning Retreats, 1990-94 (220-97-0015).** Files include minutes, agendas, conference reports, and lists of attendees. Vol. 1 cu. ft.

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

25. **Budget and Finance Records, 1991-96 (220-97-0027).** Includes Operating Files, Quarterly Budgets, & Appropriation Reports, and Annual Budget Reports. Vol. 7 cu. ft.

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.

26. **Budget and Finance Records of the Martin Luther King, Jr. Federal Holiday Corporation, 1991-1996 (220-97-0024).** Receipts and disbursements, budgets, and financial reports for the non-profit fund raising corporation established for tax exemption/deduction purposes. Vol. 3 cu. ft.

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.

27. **Freedom Trail Project Records, 1989-95 (220-97-0021).** Files consist of receipts and disbursements, product samples, and a supporters list. Vol. 2 cu. ft.

DISPOSITION: TEMPORARY. Destroy April 2002.