

1. **Council Meeting Records**

Council meeting transcripts, including summary minutes, maintained by the Council, subcommittees and special advisors. Arranged by type of meeting, thereunder chronologically. Volume on hand is approximately 2 cubic feet.

a. 1956-1996

PERMANENT. Transfer upon approval of schedule.

b. 1997 - forward

PERMANENT. Cut off annually. Transfer to the National Archives and Records Administration in 5 year blocks when newest record is 5 years old. (2001 transfers in 2007.)

2. **Briefing Books**

Agendas, submitted materials, and correspondence maintained in chronological order. Volume on hand is approximately 1 cubic feet.

a. 1956-1996

PERMANENT. Transfer upon approval of schedule.

b. 1997 - forward

PERMANENT. Cut off annually. Transfer to the National Archives and Records Administration in 5 year blocks when newest record is 5 years old. (2001 transfers in 2007.)

3. **Executive Director's Files**

Incoming and outgoing correspondence, facsimiles, memoranda, notes, and reports. Arranged by subject.

a. Records documenting programs, policies and signed agreements of the Council. Volume on hand is approximately 1 cubic feet.

PERMANENT. Review annually. Retire inactive records to a closed file. Transfer closed files to the National Archives and Records Administration in 5 year blocks when the newest record is 5 years old (1987 - 1991 transfers in 1997).

b. Records retained for transitory informational value only.

TEMPORARY. Destroy when no longer needed.

4. **Council Member Files**

Correspondence, memoranda, and other records documenting participation and tenure on Council. Arranged alphabetically by Council Member.

- a. Records documenting programs and policies of the Council. Volume on hand is approximately 1 cubic feet.

PERMANENT. Review annually. Retire inactive records to a closed file. Transfer closed files to the National Archives and Records Administration in 5 year blocks when the newest record is 5 years old (1987 - 1991 transfers in 1997).

- b. Records retained for transitory informational value only.

TEMPORARY. Destroy when no longer needed.

5. **Council Staff Files**

Correspondence, memoranda, printed materials, forms, notes and other records maintained by Council staff other than the Executive Director.

- a. Records documenting programs and policies of the Council not listed elsewhere in the Council's records schedule. Volume on hand is approximately 4 cubic feet.

(1) 1956-1996

PERMANENT. Transfer upon approval of schedule.

(2) 1997 - forward

PERMANENT. Review annually. Retire inactive records to a closed file. Transfer closed files to the National Archives and Records Administration in 5 year blocks when newest record is 5 years old. (1997 - 2001 transfers in 2007.)

- b. Records retained for transitory informational value only.

TEMPORARY. Destroy when no longer needed.

6. **Special Council Projects**

- a. Records documenting special programs and projects of

the Council not listed elsewhere in the Council's records schedule. Volume on hand is approximately 3 cubic feet.

(1) 1956-1996

PERMANENT. Transfer upon approval of schedule.

(2) 1997 - forward

PERMANENT. Review annually. Retire inactive records to a closed file. Transfer closed files to the National Archives and Records Administration in 5 year blocks when newest record is 5 years old. (1997 - 2001 transfers in 2007.)

b. Working papers, drafts and records retained for transitory informational value only.

TEMPORARY. Destroy when no longer needed. C

7. Publications

One copy each of newsletters, pamphlets, brochures, annual reports, press releases, calendars, certificates, greeting cards and any other item published by the Council. Two copies of any poster published by the Council. Volume on hand is approximately 4 cubic feet.

a. 1956-1996

PERMANENT. Transfer upon approval of schedule.

b. 1997 - forward

PERMANENT. ~~Cut off annually.~~ Transfer to the National Archives and Records Administration ^{2 copies of each poster upon publication} ~~in 5 year blocks when newest record is 5 years old (1997 - 2001 transfers in 2007).~~

8. Audiovisuals

a. Video tapes generated by or for the Council. Volume on hand is approximately 3 cubic feet.

(1) 1956-1996

PERMANENT. Transfer upon approval of schedule.

(2) 1997 - forward

PERMANENT. Review annually. Retire inactive records to a closed file. Transfer to the

8. Audiovisuals

a. Videotapes and motion picture films.

Videotapes and motion picture films generated by or for the Council that substantially document Council programs and projects. Volume on hand is approximately 3 cubic feet.

(1) 1956-1996

PERMANENT. Transfer to NARA upon approval of schedule.

(2) 1997 - forward

PERMANENT. Review Annually. Retire original or earliest generation master recording and one additional copy to a closed file. Transfer to the National Archives and Records Administration in 5 year blocks when the newest record is 5 years old (1997-2001 transfers in 2007).

b. Unsolicited video recordings, audio recordings and films.

Unsolicited video recordings, audio recordings and films received by the Council or those that do not substantially document Council programs and projects, or duplicate copies not required for transfer with permanent copies as specified in 36 CFR 1228.184(c)&(d).

TEMPORARY. Destroy when no longer needed, not to exceed the life of the Council.

c. Radio Commercials and Public Service Announcements.

Originals, masters and duplicates of sound recordings (disc/tapes). Volume on hand is approximately 1 cubic foot.

(1) 1956-1996

PERMANENT. Transfer to NARA upon approval of schedule.

(2) 1997-forward

(a) Sampling of radio commercials and PSAs that substantially document Council programs and projects.

PERMANENT. Transfer to the National Archives and Records Administration in 5 year blocks when the newest record is 5 years old (1997-2001 transfers in 2007).

(b) Those not selected for transfer to NARA.

TEMPORARY. Destroy when no longer needed, not to exceed the life of the Council.

d. Still Photographs of Council Members and Events.

Arranged chronologically. Volume on hand is approximately 1/2 cubic feet.

PERMANENT. Transfer to the National Archives and Records Administration upon approval of schedule.

e. Audiotape Recordings.

Reel-to-reel tapes and audiocassettes generated by or for the Council that substantially document Council programs and projects. Volume on hand is approximately 1/2 cubic foot.

(1) 1956-1996

PERMANENT. Transfer to the National Archives and Records Administration upon approval of schedule.

(2) 1997-forward

PERMANENT. Review annually. Retire original or earliest generation master recording that exists and one additional copy [36 CFR 1228.184(c)]. Transfer to NARA in 5 year blocks when newest record is 5 years old (1997-2001 transfers in 2007).

f. Slides.

Slides documenting Council programs and projects. Volume on hand is approximately 1/2 cubic feet.

PERMANENT. Transfer to the National Archives upon approval of schedule.

g. Finding Aids for Video and Audio Recordings

(1) Finding aids and production documentation that pertain to permanent video and audio recordings. This includes transcripts, review sheets, indexes, synopses, prepared minutes, brochures, or content notes that identify and describe the permanent video and audio recordings, along with contracts, production case files, and scripts that bear on the origin, acquisition, release, and ownership of the permanent video and audio recordings [36 CFR 1228.184(e)].

PERMANENT. Transfer the National Archives and Records Administration with the related permanent video and audio recordings to which they pertain.

(2) Finding aids and production documentation that pertain to video and audio recordings not selected for transfer to the National Archives and Records Administration.

TEMPORARY. Destroy when related recordings are destroyed.

9. **Radio Commercial Transcripts**

Textual transcripts of public service announcements generated by the Council. Volume on hand is approximately 1/2 cubic feet.

PERMANENT. Transfer to the National Archives and Records Administration with related audio recordings.

National Archives and Records Administration in 5 year blocks when newest record is 5 years old (1997 - 2001 transfers in 2007).

- b. Unsolicited videotapes received by the Council.

TEMPORARY. Destroy when no longer needed, not to exceed the life of the Council.

- c. Records of Radio Commercials. Arranged chronologically. Volume on hand is approximately 1 cubic feet.

PERMANENT. Transfer to the National Archives and Records Administration upon approval of schedule.

- d. Still Photographs of Council members and events. Arranged chronologically. Volume on hand is approximately ½ cubic feet.

PERMANENT. Cut off annually. Transfer to the National Archives in 5 year blocks when newest record is 5 years old (1988 - 1991 transfers in 1997).

- e. Audiotape Recordings. Arranged chronologically. Volume on hand is approximately ½ cubic feet.

PERMANENT. Transfer to the National Archives and Records Administration upon approval of schedule.

- f. Slides. Documenting Council programs and projects. Volume on hand is approximately ½ cubic feet.

PERMANENT. Transfer to National Archives upon approval of schedule.

9. **Radio Commercial Transcripts**

Textual transcripts of public service announcements generated by the Council. Volume on hand is approximately ½ cubic feet.

PERMANENT. Transfer to the National Archives and Records Administration upon approval of schedule.

10. **Speeches**

Text of remarks directly relating to the work of the Council prepared by Council staff for presentation by executive director or Council members. Volume on hand is approximately ½ cubic feet.

PERMANENT. Review annually. Retire inactive records to a

closed file. Transfer closed files to the National Archives and Records Administration in 5 year blocks when the newest record is 5 years old (1987 - 1991 transfers in 1997).

11. Clipping Files

- a. News clippings and magazine articles gathered by a clipping service. Arranged chronologically.

TEMPORARY. Destroy when no longer needed, not to exceed the life of the Council.

- b. Articles by or about the Council to which the Council contributed. Volume on hand is approximately ½ cubic feet.

PERMANENT. Review annually. Retire inactive records to a closed file. Transfer closed files to the National Archives and Records Administration in 5 year blocks when the newest record is 5 years old (1987 - 1991 transfers in 1997).

Note: Records already appraised as disposable under the General Records Schedule, as well as duplicate, unidentifiable, unrelated and non-archival materials may be destroyed during archival processing.