

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK (NARA use only)

JOB NUMBER

NI-220-97-9

DATE RECEIVED

5-15-97

NOTIFICATION TO AGENCY

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

1. FROM (Agency or establishment)

President's Council on Sustainable Development

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Jane Siegel
Patricia Sinicropi

5. TELEPHONE

(202) 408-5296

DATE

6-19-97

ARCHIVIST OF THE UNITED STATES

John W. Paul

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

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 3 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.

DATE

5/9/97

SIGNATURE OF AGENCY REPRESENTATIVE

Marta A. [Signature]

TITLE

Executive Director

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

President's Council on Sustainable Development

The President's Council on Sustainable Development (PCSD) was established in 1993 by Executive Order #12852. The PCSD is a federal advisory commission created to develop and recommend a national sustainable development action strategy that will foster economic vitality, enhance environmental quality and foster social equity as well as to raise public awareness of sustainable development issues. Sustainable development is defined as development which meets "the needs of the present without compromising the ability of future generations to meet their own needs."

See attached pages for the comprehensive schedule of the PCSD's records.

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARA USE ONLY)

JUN 23 1997 MHR

copy to Agency, NL
NWD B, NWRW

1. Meetings of the President's Council on Sustainable Development (Thirteen Meetings during first Clinton Administration.).

- a. Full Council Meetings: Agendas, briefing materials, list of participants, minutes, transcripts, meeting summaries, debriefings and evaluations, and public comments. Also includes meetings of the Strategic Planning Group, Visioning Meetings, and Co-Chair Meetings.

Volume on hand: approximately 5 cubic feet.

PERMANENT: Cut off annually. Transfer to National Archives when two years old or when council terminates, whichever is sooner.

- b. Agenda Setting and Ancillary Meetings, Retreats, and Liaison Meetings. Includes agendas, minutes, preparation, and evaluations.

Volume on hand: approximately 1 cubic feet.

TEMPORARY: Cut off annually and transfer to Federal Records Center. Destroy when 20 years old or upon termination of the Council, whichever is sooner.

- c. Council Reports and Publications: "Sustainable America," as well as task force reports including Eco-Efficiency, Sustainable Agriculture, Education for Sustainability, Population and Consumption, Transportation and Energy, and Principles, Goals and Definitions; and forthcoming reports including Natural Resources, Public Linkages, and Sustainable Communities. Also includes Executive Order and PCSD Charter.

Volume on hand: approximately 1 cubic foot.

PERMANENT: Cut off annually. Transfer to National Archives when two years old or when council terminates, whichever is sooner.

2. Subject Files

- a. General Administration: Set-Up Records, Budget MOUs, meeting logistics, invoices, TPIA records. (Note: Administrative records created between 1993 and March 1996 are held by Department of Interior. Records created thereafter are held by the Department of Energy.)

Volume on hand: approximately 2 cubic feet.

TEMPORARY: Cut off annually and transfer to Federal Records Center. Destroy when 20 years old or upon termination of the Council, whichever is sooner.

- b. Executive Director Correspondence: chron files and summaries of incoming and outgoing correspondence of the director. Also includes co-chairs' correspondence. Volume on hand: approximately 2 cubic feet.

PERMANENT: Cut off annually. Transfer to National Archives when two years old or when council terminates, whichever is sooner.

- c. Executive Director Scheduling: calendars, logistics, and appointments for the executive director. Volume on hand: approximately 2 cubic feet.

TEMPORARY: Cut off annually and transfer to Federal Records Center. Destroy when 20 years old or upon termination of the Council, whichever is sooner.

- d. Awards Program: All materials related to council awards program recognizing outstanding initiatives in sustainable development. Volume on hand: approximately 1 cubic foot.

PERMANENT: Cut off annually. Transfer to National Archives when two years old or when council terminates, whichever is sooner.

- e. Council Member Files: Candidates, Speeches, Member and Liason Correspondence, Organization Charts, and Liaison Lists. Volume on hand: approximately 1 cubic foot.

TEMPORARY: Cut off annually and transfer to Federal Records Center. Destroy when 20 years old or upon termination of the Council, whichever is sooner.

- f. Council Communications.

- (i) Speeches, Press Releases and Kits, General information for the Public. Volume on hand: approximately 1 cubic foot.

PERMANENT: Cut off annually. Transfer to National Archives when two years old or when council terminates, whichever is sooner.

- (ii) Outreach (including Kodak Great Lakes Project) Draft Op-Eds, Media Coverage.
Volume on hand: approximately 1 cubic foot.

TEMPORARY: Cut off annually and transfer to Federal Records Center. Destroy when 20 years old or upon termination of the Council, whichever is sooner.

3. Drafts for "Sustainable America." Drafts by Chapter and Subject, Background and Notes, Council Member Comments, and Final Drafts.
Volume on hand: approximately 5 cubic feet.

TEMPORARY: Cut off annually and transfer to Federal Records Center. Destroy when 20 years old or upon termination of the Council, whichever is sooner.

4. Task Force/Working Group Materials: Principles, Goals & Definitions, Eco-Efficiency, Sustainable Agriculture, Education and Information/Public Linkages, Energy and Transportation, Population and Consumption, International Leadership. Includes, meeting agendas, briefing materials, member comments, weekly reports, public info. packets.
Volume on hand: approximately 13 cubic feet.

TEMPORARY: Cut off annually and transfer to Federal Records Center. Destroy when 20 years old or upon termination of the Council, whichever is sooner.