

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-220-98-2	DATE RECEIVED 11-05-97
1. FROM (Agency or establishment) National Bankruptcy Review Commission		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION		In accordance with the provision of 44 U.S.C. 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 5-6-98	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>
4. NAME OF PERSON WITH WHOM TO CONFER Susan Jensen-Conklin	5. TELEPHONE (202) 273-1813		
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 on the attached <u>1</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, [x] is not required; [] is attached; or [] has been requested.			
DATE 11/5/97	SIGNATURE OF AGENCY REPRESENTATIVE <i>Susan Jensen-Conklin</i>	TITLE General Counsel	

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p align="center">National Bankruptcy Review Commission, 1995-1997</p> <p>The National Bankruptcy Review Commission was established by the Bankruptcy Reform Act of 1994 (P.L. 103-394) to investigate and study issues relating to the Bankruptcy Code; solicit divergent views of parties concerned with the operation of the bankruptcy system; evaluate the advisability of proposals with respect to such issues; and prepare a report to be submitted to the President, Congress and the Chief Justice. The report is due October 20, 1997. The Commission will terminate in November 1997.</p>		
1.	<p>Subject Files Correspondence, memoranda, published material, Commission charter, bylaws, budget records, biographies and related records. Arranged by topic. Volume: 2 cubic feet.</p> <p><u>PERMANENT</u>. Transfer to the National Archives and Records Administration upon termination of the Commission.</p>		
2.	<p>Meeting Minutes Summaries of Commission meeting transcripts and Commission monthly agendas. Sixteen meeting minutes from October 1995 to November 1997. Arranged chronologically by meeting date. Volume: 1 cubic foot.</p> <p><u>PERMANENT</u>. Transfer to the National Archives and Records Administration upon termination of the Commission.</p>		
3.	<p>Transcripts Exact transcripts of the sixteen public meetings held by the Commission. Arranged by date of meeting in 3 inch binders. Volume: 2.5 cubic feet.</p> <p><u>PERMANENT</u>. Transfer to the National Archives and Records Administration upon termination of the Commission.</p>		

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4.	<p>Materials Mailed and Meetings One each of the packets of materials sent to Commissioners containing articles on bankruptcy issues, information regarding meeting schedules, various administrative matters and a list of unsolicited letters from the public that are available upon request. A list of enclosures for each packet is also included. Arranged by date mailed, November 1, 1995, to November 20, 1997. Volume: 14 cubic feet.</p> <p><u>PERMANENT.</u> Transfer to the National Archives and Records Administration upon termination of the Commission.</p>		
5.	<p>Electronic Data The Commission receives unsolicited correspondence from interested members of the public concerning the Bankruptcy Code. Information from the correspondence is manually entered into two PC based electronic applications:</p> <p>a. WordPerfect Application Data These records are a chronological listing of documents in the Commission's paper files. The data consist of an identifying number and description for every document in the paper records. October 1995 to present. Volume: Approximately 3000 entries.</p> <p><u>PERMANENT.</u> Transfer data to the National Archives according to the requirements of 36 CFR 1228.188 upon approval of schedule.</p> <p>b. Microsoft Access Application Data These records are a compilation of the substantive recommendations. These records are used to create customized hardcopy reports. October 1995 to present. Volume: Approximately 3000 entries.</p> <p><u>PERMANENT.</u> Transfer data to the National Archives according to the requirements of 36 CFR 1228.188 upon approval of schedule.</p>		
6.	<p>Audio Tapes and Videotapes Audio and video tapes created by others including: Interview on C-Span by <i>Washington Journal</i> of one of the Commission's senior advisors and others concerning credit and bankruptcy review; interview of one of the Commission's senior advisors and others on "Bankruptcy", 12/17/96, Channel 18 News; Court TV program "Washington Watch with Fred Graham", 2/21/97, discussing bankruptcy; home videotape of ABC News interview with Phil Corwin, a bankers lobbyist, concerning the Commission; audio tape of Chairman Brady Williamson and others on NPR "Consumer Bankruptcy" hosted by Jim Engle. Volume: 6 tapes.</p> <p><u>TEMPORARY.</u> Destroy upon termination of the Commission or when no longer needed, whichever is sooner.</p>		