

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NI-220-98-8</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>6-19-98</i>	
1. FROM (Agency or establishment)  Civil Liberties Public Education Fund		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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  Margretta Kennedy	5. TELEPHONE  202-653-2811	DATE <i>10-6-98</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</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 <u>2</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,  <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>6/12/98</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Margretta Kennedy</i>	TITLE <i>ADMINISTRATIVE OFFICER</i>	
7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<p>CIVIL LIBERTIES PUBLIC EDUCATION FUND (CLPEF), 1995-1998</p> <p>The Civil Liberties Public Education Fund (CLPEF), established by Section 106 of Public Law 100-383 (August 10, 1988), is administered by a 9-member Board of Directors, composed of individuals who are not officers or employees of the United States Government. The purposes are to sponsor research and public educational activities, and to publish and distribute the hearings, findings, and recommendations of the Commission, so that the events surrounding the evacuation, relocation, and internment of the United States citizens and permanent resident aliens of Japanese ancestry will be remembered, and so that the causes and circumstances of this and similar events may be illuminated and understood.</p> <p><u>Board Meeting Records.</u> Transcript of the first meeting (April 1, 1995) and summary minutes of subsequent meetings. Arrangement: Chronological. Volume: c. 2 inches.</p>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
2.	<p>PERMANENT. Transfer to the National Archives upon termination of the Fund.</p> <p><u>Press Releases</u></p> <p>a. One copy of each press release generated by the Fund. Arrangement: Chronological. Volume: c. 6 inches.</p> <p>PERMANENT. Transfer to the National Archives upon termination of the Fund.</p> <p>b. News clippings of Fund-related activities.</p> <p>TEMPORARY. Destroy when no longer needed or upon termination of the Fund, whichever is sooner.</p>		
3.	<p><u>Still Photographs</u></p> <p>a. Formal Board photographs. Arrangement: Chronological. Volume: c. 2 items.</p> <p>PERMANENT. Transfer to the National Archives upon termination of the Fund.</p> <p>b. Proof sheets and negatives for press conference, panel discussion, and evening program (Day of Remembrance - 2/19/98).</p> <p>TEMPORARY. Destroy when no longer needed or upon termination of the Fund, whichever is sooner.</p>		
4.	<p><u>Correspondence</u>. Incoming and outgoing Fund correspondence arranged alphabetically by correspondent (maintained alphabetically by name).</p> <p>TEMPORARY. Destroy upon termination of the Fund.</p>		
5.	<p>Electronic version of records created by the electronic mail and word processing applications.</p> <p>Delete when file copy is generated. Longer retention is authorized if needed for reference or updating purposes,</p>		

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6.	<p>not to exceed termination of the Fund.</p> <p><u>Grants</u></p> <p>a. Funded applications. Completed applications, supplemental materials, correspondence, progress and final reports. Arrangement: By category, alphabetically thereafter by sponsor/grantee. Volume: c. 10 cubic feet.</p> <p>PERMANENT. Transfer to National Archives upon termination of the Fund.</p> <p>b. Non-Funded Applications. Applications denied and those received after application deadline, as well as related materials and correspondence.</p> <p>TEMPORARY: Destroy when no longer needed or upon termination of the Fund, whichever is sooner.</p>		
7.	<p><u>Publications.</u></p> <p>One each of Fund annual reports, program reports, grant guidelines and other Fund publications. Unarranged. Volume: -1 cubic foot.</p> <p>PERMANENT: Transfer to National Archives upon termination of Fund.</p>		
8.	<p><u>Conference and Program Records.</u></p> <p>Programs, agendas and related records for Fund sponsored events. Arrangement: Chronological. Volume: c. 6 inches</p> <p>PERMANENT. Transfer to National Archives upon termination of Fund.</p>		