

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-220-99-4</i>	
1. FROM (Agency or establishment) Congressional Commission on Military Training and Gender Related Issues		DATE RECEIVED <i>9-13-99</i>	
2. MAJOR SUBDIVISION		NOTIFICATION TO AGENCY	
3. MINOR 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER Stephen C. Fogelman, Executive Director	5. TELEPHONE (703) 602-1515	DATE	ARCHIVIST OF THE UNITED STATES
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 _____ 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>27 August 99</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Stephen C. Fogelman</i>	TITLE <i>Executive Director</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 GRS OR SUPERSEDED JOB CITATION	10.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>Congressional Commission on Military Training and Gender Related Issues, 1998-1999</p> <p>The Congressional Commission on Military Training and Gender Related Issues was created by Public Law 105-85 to consider issues relating to personal relationships between members of the Armed Forces. Members of the Commission were appointed by Congress and the Office of the Secretary of Defense provides administrative support. The Commission began its work in April 1998 and is scheduled to terminate in June 1999.</p> <p>Commission Meeting Records</p> <p>a. Briefing Books Three ring binders produced for Commissioner review prior to each meeting or hearing. Binders contain biographies of participants, agenda, submitted testimonies, reference articles and related records. Arranged by meeting date. Volume on hand is c. 2 cubic feet.</p> <p>PERMANENT. Transfer to the National Archives and Records Administration upon termination of Commission.</p> <p>b. Verbatim Transcripts Typed verbatim transcripts of Commission meetings and hearings. Arranged by date. Volume on hand approximately .75 cubic feet.</p> <p>PERMANENT. Transfer to the National Archives and Records Administration upon termination of Commission.</p> <p>c. Videotapes 3/4 and 1/2 inch videotapes of Commission meetings and hearings produced for Commissioners unable to attend. Arranged by type of videotape and thereunder by date. Volume on hand approximately 80 videotapes.</p> <p>TEMPORARY. Destroy upon termination of Commission.</p>		<p>WITHDRAWN</p> <p><i>11-17-99</i></p>

2. **Commission Correspondence Files**
 - a. **Commissioner Correspondence**

Correspondence to the Commissioners. Arranged chronologically. Volume on hand approximately 4 inches.
PERMANENT. Transfer to the National Archives and Records Administration upon termination of Commission.
 - b. **General Correspondence**

Incoming and outgoing correspondence, including facsimile and electronic mail copies.
TEMPORARY. Destroy upon termination of Commission.

3. **Surveys**
 - a. **Survey Forms**

TEMPORARY. Destroy upon termination of Commission.
 - b. **Electronic Data**

PERMANENT. Transfer to the National Archives and Records Administration upon termination of Commission. Transfer will be in accordance with 36 CFR 1228.188
 - c. **Documentation for Electronic Data**

Record layouts, data element definitions and code translation tables (codebooks) for coded survey data.
PERMANENT. Transfer to the National Archives and Records Administration upon termination of Commission. Transfer will be in accordance with 36 CFR 1228.188
 - d. **Final Reports**

PERMANENT. Transfer to the National Archives and Records Administration upon termination of Commission.

4. **Research Reports**

Reports produced by Commission staff, contractors and Focus Groups

 - a. **Final Reports**

PERMANENT. Transfer to the National Archives and Records Administration upon termination of Commission.
 - b. **Interim Reports**

TEMPORARY. Destroy upon termination of Commission.
 - c. **Background Files**

TEMPORARY. Destroy upon termination of Commission.

5. **Focus Group Interviews**
 - a. **Transcript Binders**

PERMANENT. Transfer to the National Archives and Records Administration upon termination of Commission.
 - b. **Interview audio tapes**

TEMPORARY. Destroy upon termination of Commission.
 - c. **Background Files**

TEMPORARY. Destroy upon termination of Commission.

6. Data Call Records

a. First Data Call Binder

TEMPORARY. Destroy upon termination of Commission.

b. Remaining Data Call Binders

PERMANENT. Transfer to the National Archives and Records Administration upon termination of Commission.

c. Background Files

TEMPORARY. Destroy upon termination of Commission.

7. Trip Books

TEMPORARY. Destroy upon termination of Commission.

8. Electronic Mail and Word Processing Applications

TEMPORARY. Destroy upon termination of Commission.