

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK
JOB NO NC1-220-76-3
DATE RECEIVED November 21, 1977
NOTIFICATION TO AGENCY
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.
12-16-77 <i>James E. O'Neil</i> Date Acting Archivist of the United States

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
National Commission on Water Quality

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL. EXT.

Edward F. Barrese

724-1998

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 7 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE Director, Records Disposition Division
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>This schedule describes all records created by the National Commission on Water Quality. The Commission was created by the Federal Water Pollution Control Act Amendments of 1972 (PL 92-400) and was terminated in August, 1976.</p> <p><u>Items 1-15.</u> PERMANENT. Transfer to NARS immediately upon approval of this schedule.</p> <p><u>Items 16-26.</u> Destroy in October, 1982.</p>		

*1/9-107 Sent to agency - NCW - NNB - NNV - 3/8 items
NNF - 12/21/77*

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>Transcripts of Meetings of the National Commission on Water Quality and of the Executive Committee. 5-15-1973 to 3-2-1976. 6 in. WNRC Acc. No. 220-76-9. Box 5. Arranged chronologically. Bound transcripts of meetings held by the full Commission and by its executive committee.</p>		
2.	<p>Tape Recordings of Meetings of the National Commission on Water Quality and of the Executive Committee. December, 1973 to February, 1976. 2 ft. WNRC Acc. No. 220-76-9. Box 5. Cassette tapes. (34 items) Sound recordings of meetings held by the full Commission and by its executive committee. Included is one tape recording dated November 11, 1974 of Program Director Joseph Moore's briefing on the staff's study plan.</p>		
3.	<p>Minutes of Meetings of the National Commission on Water Quality. 5-15-1973 to 3-2-1976. 2 in. WNRC Acc. No. 220-76-9. Box 5. Arranged chronologically. Summaries of meetings of the full Commission.</p>		
4.	<p>Briefing Books for Meetings of the National Commission on Water Quality. 9-26-1973 to 3-2-1976. WNRC Acc. No. 220-76-9. Boxes 5-6. Arranged chronologically. 18 in. Electrostatic copies of materials gathered together in loose-leaf binders including minutes of the previous Commission meeting, proceedings of the executive committee, and general reports on the budget, staff organization, and contract procedures.</p>		
5.	<p>Minutes of Staff Meetings of the National Commission on Water Quality. 11-16-1973 to 11-27-1976. 2 in. WNRC Acc. No. 220-76-9. Box 5. Arranged chronologically. Summaries of Commission staff meetings.</p>		
6.	<p>General Outgoing Correspondence. 1973-76. 2 feet. WNRC Acc. No. 220-76-11, Boxes 46-47. Arranged alphabetically by subject. Copies of all outgoing correspondence and internal memoranda prepared by Commission staff members. Subject headings include Administration, Laws and Legal Matters,</p>		

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	Meetings and Conferences, and one heading for each Commission staff section. Correspondence is with contractors, private individuals, and other Federal agencies.		
7.	Contract Reports. 1975-76. 13 feet. WNRC Acc. No. 220-76-11. Boxes 2-15. Arranged by contract number. Copies of final versions of reports prepared by contractors for the Commission.		
8.	Comments on Contract Reports. 1975. 2 feet. WNRC Acc. No. 220-76-11. Boxes 35-36. Arranged by NCWQ Staff section with responsibility for the contract. Comments on contract reports made by private environmental groups, representatives of interested industries, Federal agencies, and various NCWQ staff members.		
9.	Comments on NCWQ Staff Report. September, 1975 to January, 1976. 1 foot. WNRC Acc. No. 220-76-11. Box 57. Arranged chronologically. Comments (primarily on the third draft) on the Commission's Staff Report made by private consulting firms, public and private environmental organizations, representatives of interested industries, and various NCWQ staff members. Also included is one folder of summaries of testimony concerning the Staff Report given during public hearings held in Washington, and other cities in January, 1976.		
10.	Organizational Reference Binder. 1973-75. 2 in. WNRC Acc. No. 220-76-11. Box 1. Arranged by subject. One loose-leaf binder containing organizational charts, lists of staff members, contractors, and Commissioners, and some internal staff memoranda.		
11.	Memoranda concerning Procedures for Awarding Contracts. ca. 1974. 2 in. WNRC Acc. No. 220-76-9. Box 8a. Arranged by staff section. Procedural memoranda gathered together by the Office of the Secretariat for guidance to the various staff sections negotiating contracts. Included is information concerning Commission balloting policies.		

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12.	<p>Miscellaneous Published Reports. 1973-76. 1 foot. WNRC Acc. No. 220-76-11. Box 1. Arranged by report. Copies of the NCWQ report to Congress, the final NCWQ Staff Report to the Commission, the Preliminary Staff Report, a report done by Linton, Miels and Coston for the Congressional Reference Service of the Library of Congress concerning early Commission plans, and others.</p>		
13.	<p>Records on Regional Meetings. 1974-75. 1 foot. WNRC Acc. No. 220-76-9. Box 9. Arranged alphabetically by city. Files generated by the Public Affairs section comprised of press releases, fact sheets and related correspondence. Meetings were held in Atlanta, Boston, Charlestown, Houston, Kansas City, Philadelphia, Los Angeles, New Orleans, Portland, Seattle and Sacramento. These regional proceedings were designed to measure the response of local environmental experts and to announce regional contract awards.</p>		
14.	<p>Testimony at Public Hearings. January, 1976. 1 foot. WNRC Acc. No. 220-76-9. Box 10. Arranged alphabetically by city. Copies of testimony given at public hearings and accumulated by the Public Affairs Section. Hearings were held in Boston, Chicago, Fort Worth, San Francisco, and Washington. Also include are transcripts of the Washington hearings.</p>		
15.	<p>Miscellaneous Records of the Public Affairs Section. 1972-75. 1 foot. WNRC Acc. No. 220-76-9. Box 11. Arranged by subject. These materials include newspaper clippings; information packets; speeches by Chairman Nelson Rockefeller, Executive Director Frederick Clarke, Program Director Joseph Moore, and others; press releases; digests of official state government responses to Rockefeller's letter of inquiry of 10-3-1973; correspondence from various individuals interested in the work of the NCWQ; and original letters of response to Rockefeller's inquiries of August and December, 1974 and April, 1975.</p>		

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16.	<p>Duplicate Copies of Outgoing Correspondence. 1973-76. 4 feet. WNRC Acc. No. 220-76-9. Boxes 1-4. Arranged in two groups: chronologically and alphabetically by addressee. Outgoing correspondence with contractors, inter-office memoranda, and reports for the record including comments on drafts of contract reports and information on meetings with contractors.</p>		
17.	<p>Contract Files. 1973-76. 19 feet. WNRC Acc. No. 220-76-11. Boxes 16-34. Arranged by contract number. Files consisting of copies of contracts, memoranda, data on payments, correspondence, and occasionally proposals relevant to the studies done for the Commission.</p>		
18.	<p>Log of Incoming Correspondence. 1973-76. WNRC Acc. No. 220-76-11. Box 56. Arranged alphabetically by contractor. Alphabetical log of incoming correspondence found in contract files consisting of 3 x 5 slips in two file boxes.</p>		
19.	<p>Reference Files of the Office of the Secretariat. September 1973 to March 1976. 3 feet. WNRC Acc. No. 220-76-11. Boxes 7-8a. Arranged by subject. General background files consisting of copies of memoranda from Executive Director Clarke to staff members and to Commissioners, files on budget and contract matters, comments on staff and contract reports, correspondence concerning Commission meetings, and ballots from Commissioners concerning the funding and awarding of contracts.</p>		
20.	<p>Sectional Backup Files. 59 feet. WNRC Acc. No. 220-76-11. Boxes 31-61 and 70-79. Working files of the economic, environmental, institutional, regional assessment and technology sections consisting of copies of contract reports and proposals, drafts of portions of the Staff Report, inter-office memoranda, reports of meetings with contractors and other working papers. Although fragmentary, there are a few files of section staff members and some correspondence with individual contractors. These files were generated as a</p>		

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	reference base from which the respective sections worked. The great majority of the material is non-record since the originals are found among the permanently retained records.		
21.	Working Files of the Public Affairs Section. 4 feet. WNRC Acc. No. 220-76-9. Boxes 12-15. Arranged by subject. Copies of Executive Director Clarke's memoranda, press releases, drafts of the Staff Report, background data and responses to Chairman Rockefeller's letters of inquiry.		
22.	Legal Papers of Staff General Counsel Thomas Cahill. 2 feet. WNRC Acc. No. 220-76-9. Boxes 29-30. Contract files consisting of copies of staff memoranda, contracts and some proposals. Also included is a chronological reading file dated from April 1974 to January 1976 which is duplicated in the main reading file. These are also non-record copies.		
23.	Alphabetical Proposal File. 21 feet. WNRC Acc. No. 220-76-9. Boxes 80-100. Copies of SF 251, U.S. Government Architect and Engineer Questionnaire, containing data on the capabilities of various research firms. Also included are samples of past work done for other government agencies such as the Environmental Protection Agency and the National Science Foundation.		
24.	Regional Proposal File. 19 feet. WNRC Acc. No. 220-76-9. Boxes 16-28 and 64-69. Same as alphabetical proposal file. These proposals relate specifically to regional assessment contracts.		
25.	Administrative Files. 1973-76. 17 feet. WNRC Acc. No. 220-76-11. Boxes 37-45 and 48-55. Personnel and fiscal records consisting of files on travel, termination of personnel, time cards and general accounting data.		
26.	Miscellaneous Non-Record Material. a. Copies of preliminary and final reports of Lawler, Matusky and Skelly. Record copy is available in the final contract reports. 1 foot. WNRC Acc. No. 220-76-9. Box 62.		

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	<p>b. Copies of transcripts of Commission meetings. 1 foot. WNRC Acc. No. 220-76-9. Box 8b.</p> <p>c. Draft of an early version of the Staff Report, September 1975. 1 foot. WNRC Acc. No. 220-76-9. Box 63.</p> <p>d. Outline of the Staff Report. 6 inches. WNRC Acc. No. 220-76-9. Box 8b.</p> <p>e. Alphabetical log of proposals, 1973-74. 6 inches. WNRC Acc. No. 220-76-11. Box 56.</p> <p>f. Register of correspondence from contractors, 1974. 4 inches. WNRC Acc. No. 220-76-11. Box 56.</p> <p>g. <i>Copies (duplicates) of NCVQ briefing books. WNRC Acc. No. 220-76-11. Box 58 OFB.</i></p>		