

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

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

1. FROM (AGENCY OR ESTABLISHMENT)  
**PRESIDENT'S COMMISSION ON WHITE HOUSE FELLOWSHIPS**

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER  
**Gerry Newman**

5. TEL EXT  
**653-6263**

LEAVE BLANK!

JOB NO  
**NC1-220-80-4**

DATE RECEIVED  
**May 20, 1981**

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

**10-11-83** *[Signature]*  
Date Archivist of the United States

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 4 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  
**2/13/81**

D. SIGNATURE OF AGENCY REPRESENTATIVE  
*[Signature: W. Paul Jones]*

E. TITLE  
**Director**

| 7. ITEM NO | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)  | 9. SAMPLE OR JOB NO                                    | 10. ACTION TAKEN  |
|------------|--|--|---|
| 1.         | <p align="center"><b>RECORDS OF THE<br/>PRESIDENT'S COMMISSION ON WHITE HOUSE FELLOWSHIPS</b></p> <p>The President's Commission on White House Fellowships was established by Executive Order 11183 on October 3, 1964, to provide outstanding Americans, early in their careers, with first hand experience in the process of governing the nation.</p> <p>Records designated in the agency filing scheme as ALU (alumni), APP (applications), ASS (associations), COM (commissioners), FED (federal), FEL (fellows); and LEG (legal) including correspondence, reports, memorandums, and legal opinions. Arranged by subject and thereunder chronologically, 1973 - present.</p> <p>Disposition. PERMANENT. Cut off in five-year segments and offer to NARS when <del>fifteen</del> <b>thirty</b> years old.</p> | <p>Total Volume<br/>3 cf<br/>Ann. Acc.<br/>0.25 cf</p> | <p><i>Dwz</i><br/><i>9/28/83</i></p> <p><i>15 items</i></p> |

**Request for Records Disposition Authority—Continuation**

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| 7.<br>ITEM NO | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)  | 9.<br>SAMPLE OR<br>JOB NO.                                | 10.<br>ACTION TAKEN    |
|---------------|--|---|------------------------|
| 2.            | <p>Education program records as designated in the agency filing scheme by EDU.</p> <p>a. Correspondence and memorandums relating to the organization of lectures, tours, and meetings for Fellows as part of the educational portion of the fellowship program. Arranged alphabetically by continent, state, and city, 1974 - present.</p> <p>Disposition. PERMANENT. Remove nonrecord material and cut off in five-year segments. Offer to NARS when <del>fifteen</del> <b>thirty</b> years old.</p> <p>b. Biographies of speakers in the educational program.</p> <p>Disposition. TEMPORARY. Destroy when superseded, obsolete, or no longer needed by agency.</p> | <p>Total Volume<br/>10 cf<br/>Ann Acc<br/>1 cf</p>        | <p>DWR<br/>9/28/83</p> |
| 3.            | <p>Privacy Act/Freedom of Information Act Files, concerning agency response to requests for access to records. (Reports are submitted to OPM and become part of its permanent records.)</p> <p>Disposition. TEMPORARY. Cut off annually and destroy when five years old.</p>   |   |                        |
| 4.            | <p>Publicity files as designated in the agency filing scheme by PUB.</p> <p>a. Press releases, newsletters, and other media material. Arranged chronologically. 1971-present.</p> <p>Disposition. PERMANENT. Cut off in five-year segments. Offer to NARS when <del>fifteen</del> <b>thirty</b> years old.</p> <p>b. Publicity correspondence. Arranged by type of publicity.</p> <p>Disposition. TEMPORARY. Cut off annually and destroy when three years old.</p>  | <p>Total Volume<br/>0.5 cf<br/>Ann Acc<br/>negligible</p> | <p>DWR<br/>9/28/83</p> |
| 5.            | <p>Selection files as designated in the agency filing scheme by SEL.</p> <p>a. Records documenting actions taken by selection panels, 1971 - present.</p> <p>Disposition. PERMANENT. Cut off in five-year segments. Offer to NARS when <del>fifteen</del> <b>thirty</b> years old.</p>   | <p>Total Volume<br/>1.5 cf<br/>Ann Acc<br/>negligible</p> | <p>DWR<br/>9/28/83</p> |

Four copies, including original, to be submitted to the National Archives

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|----------------|---|---------------------------|---|
| 5.             | <p>b. Final selection weekend material (Tickler File).</p> <p>Disposition. TEMPORARY. Cut off annually and destroy when three years old.</p>  |                           |   |
| 6.             | <p>Administration, budget, and fundraising records as designated in the agency filing scheme by ADM, BUD, and FUN. (Accountable officer budget records are maintained by OPM.) Arranged by subject, 1973 - present.</p> <p>Disposition. TEMPORARY. Cut off annually and destroy when five years old.</p>  |                           |   |
| 7.             | <p>Historical log including, when available, brochures, applications, biographies of fellows, press releases, publicity reports, newsletters, information on educational programs, assignments of fellows, statistics, foreign travel reports, lists of regional and national finalists, salaries of fellows, and alumni directory. Arranged by year, 1964 - present.</p> <p>Disposition. PERMANENT. Offer to NARS when <del>fifteen</del> <b>thirty</b> years old.</p> |                           | <p>Total Volume<br/>1 cf<br/>Ann Acc<br/>negligible<br/>dur<br/>9/26/83</p> |
| 8.             | <p>Applications of successful applicants, 1964 - present.</p> <p>Disposition. PERMANENT. <del>Offer to NARS when thirty years old.</del> <b>Filed alphabetically.</b></p>   |                           | <p>Total Volume<br/>2 cf<br/>Ann Acc<br/>negligible</p>                     |
| 9.             | <p>Applications of unsuccessful applicants, 1964 - present.</p> <p>Disposition. TEMPORARY. Destroy sixty days after notifying unsuccessful applicants.</p>  |                           |   |
| 10.            | <p>Index cards to applicants. Name, address, and date of application for each applicant.</p> <p>Disposition. TEMPORARY. Destroy when superseded, obsolete, or no longer needed by agency.</p>   |                           |   |
| 11.            | <p>Index cards to regional panels and commission members.</p> <p>Disposition. TEMPORARY. Destroy when superseded, obsolete, or no longer needed by agency.</p>  |                           |   |

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|---------------|--|---------------------------|---------------------|
| 12.           | Reading File. Arranged chronologically, 1976 - present.<br><br>Disposition: TEMPORARY. Cut off annually and destroy when five years old. |                           |                     |