

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

Ret NCD 2 3/20/81

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

1. FROM (AGENCY OR ESTABLISHMENT)
White House Conference on Small Business

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
John Henderson

5. TEL. EXT.
456-2173

LEAVE BLANK

JOB NO
NC1-220-81-1

DATE RECEIVED
January 28, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

1-30-81 *[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 2 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. (Items 1-7 below)
- B** Request for disposal after a specified period of time or request for permanent retention. (Items 8-10 below)

C. DATE 5-21-80	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>John W Henderson</i>	E. TITLE Acting Executive Director
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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	Congressional Correspondence. 1978-80. 4 ft. Routine correspondence dealing almost exclusively with the congressional appointment of delegates and arrangements for speaking engagements at WHCSB functions.		
2	Conference and Open Forum Evaluations. Aug. 1978-Aug, 1979. 2 ft. Anonymous comments by delegates on the quality and usefulness of individual conferences and open forums. Information summarized; summaries are part of a permanent series.		
3	Thank You Letters to Program Participants. 1978-79. 6 in. Standardized letters to persons appearing on conference or open forum programs.		
4	Receipts of Correspondence. 1978-80. 1 1/2 ft. Office copy of cards acknowledging receipt of letters.		
5	Press Subject File. 1978-80. 6 in. Printed matter, routine correspondence, and copies of		

*Closed Out: 2-3-81: K.T.J.
Copy sent to Agency (SBA)*

(10 items)

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF
2 of 2

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
5 (cont)	office memorandums.		
6	Miscellaneous Audio Cassettes. 1978-79. 11 items. Recordings of portions of the Las Vegas and Houston Open Forums, a caucus meeting, and what appears to be a staff meeting. Tapes are of poor quality and except for the staff meeting, the proceedings of the meetings are transcribed and preserved in permanent series.		
7	Slide/Tapes Presentation Materials. 1979. c. 50 slides and 1 in. of related textual records. Remnants of an audiovisual multimedia presentation produced in order to orient participants in WHCSB conferences to its mission. The original version has been lost and only these slides and a draft of the script remain. For Items 1 - 7 above, DESTROY IMMEDIATELY UPON APPROVAL OF SF 115.	NC3-220-80-5	Items 5, 6, 7, 8, 12 29, 30
8	Invitee File. (Machine-readable) The WHCSB created a mailing list of 400,000 potential participants. This file contains the names and addresses of persons invited to attend open forums and regional conferences.		
9	Participant File. (Machine-readable) This file contains the name and address of those persons who registered for the Commission's regional conferences and open forums. It also identifies the type of business they operate, its size and annual sales and the number of people employed.		
10	Delegate File. (Machine-readable) This file contains data on approximately 2100 delegates who attended the national meeting of the White House Conference on Small Business. It identifies the attendee's race, sex, state of residence, type of business operated, annual gross sales, and number of employees. For Items 8 - 10 above, TRANSFER TO SMALL BUSINESS ADMINISTRATION, DESTROY WHEN NO LONGER NEEDED FOR CURRENT BUSINESS.	NC3-220-80-5	Items 22-24