

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NCL-220-84-1
DATE RECEIVED	10-7-83
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
11-2-83 <i>Date</i>	<i>Robert J. Wall</i> <i>Archivist of the United States</i>

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

1. FROM (AGENCY OR ESTABLISHMENT)
NATIONAL ARCHIVES AND RECORDS SERVICE

2. MAJOR SUBDIVISION
OFFICE OF FEDERAL RECORDS CENTERS

3. MINOR SUBDIVISION
RECORDS DISPOSITION DIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Debra W. Leahy (NCD)

5. TEL EXT
724-1068

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 5 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 10/6/83	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Raymond A. Walker</i>	E. TITLE <i>Director, Records Disposition Div.</i>
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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>COMMISSION ON EXECUTIVE, LEGISLATIVE, AND JUDICIAL SALARIES</p> <p>Under Public Law 90-206, as amended, a Commission on Executive, Legislative, and Judicial Salaries is appointed every four years to make recommendations to the President on the appropriate level of compensation for the Vice President and for positions in the Executive Branch from Cabinet officers through Level V, for Members of Congress, and for Supreme Court Justices and other members of the Federal Judiciary.</p> <p>Nine Commissioners are appointed by representatives of each of the three branches of the Federal Government. Three, including the Chairman, are appointed by the President, and two each by the President of the Senate, the Speaker of the House of Representatives, and the Chief Justice.</p> <p>The Commission makes its recommendations to the President. He then submits his recommendations to the Congress as part of his next budget message. To become effective, the recommendations must be adopted by roll-call vote within 60 days by both the House and the Senate.</p> <p>This schedule describes those records created and accumulated by the Commission during its quadrennial periods of</p>		18 items

MASS DATA CHANGE SHEET NOT REQUIRED

N.F. Sent 11-16-83 by DMW.

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1.	<p>activity. Any records not described on this schedule should be offered to the National Archives for appraisal on completion of each successive Commission's work. This schedule authorizes each Commission to transfer physical custody of the records to the Office of Personnel Management (OPM) for its use during those periods in which the Commission is not operating. The records shall be kept completely separate from OPM records.</p> <p><u>Commission Meetings Files.</u></p> <p>The meetings files of the Commission, including those held in executive session, generally consisting of agenda, minutes of meetings and briefing materials for the Commissioners.</p> <p><u>PERMANENT.</u> Offer to NARS when 20 years old.</p>		
2.	<p><u>Public Hearings Files.</u></p> <p>The public hearings files, generally consisting of the edited and unedited transcripts of the hearings, and related exhibits.</p> <p><u>PERMANENT.</u> Offer to NARS when 20 years old.</p>	<p>Total Volume on hand: 2 cf Quadrennial acc. 0.5 cf</p>	<p>Total Volume: 2 cf Quad Acc: 0.5 cf</p>
3.	<p><u>General Correspondence Files.</u></p> <p>General Correspondence files, consisting of letters received and copies of letters sent concerning the overall mission of the Commission.</p> <p><u>PERMANENT.</u> Offer to NARS when 20 years old.</p>		<p>Total Volume: 1 cf Quad Acc: 0.25 cf</p>
4.	<p><u>Publication Files.</u></p> <p>Publication files, consisting of one copy of each published report, study, pamphlet, booklet, poster, and other publications produced by or for the Commission.</p> <p><u>PERMANENT.</u> Offer to NARS when 20 years old.</p>		<p>Total Volume: 0.25 cf Quad Acc: negligible</p>
5.	<p><u>News Release Files.</u></p> <p>News release files, consisting of one copy of each release issued by the Commission.</p> <p><u>PERMANENT.</u> Offer to NARS when 20 years old.</p>		<p>Total Volume: 0.5 cf Quad Acc: negligible</p>

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6.	<p><u>Speech Files.</u></p> <p>Speech files, consisting of one copy of each speech by Commission executives relating to the mission of the Commission.</p> <p><u>PERMANENT.</u> Offer to NARS when 20 years old.</p>		<p>Total Volume: Negligible</p> <p>Quad Acc: Negligible</p>
7.	<p><u>Press Conference Files.</u></p> <p>Press conference files, consisting of the transcripts of each press conference held by the Commission.</p> <p><u>PERMANENT.</u> Offer to NARS when 20 years old.</p>		<p>Total Volume: Negligible</p> <p>Quad Acc: Negligible</p>
8.	<p><u>Organizational Files.</u></p> <p>Organizational files, consisting of records relating to the overall organization of the Commission and any changes to it. Includes organizational charts, functional statements, budget records, biographical information on Commissioners, directives or memorandums to the staff concerning their missions, and related materials.</p> <p><u>PERMANENT.</u> Offer to NARS when 20 years old.</p>		<p>Total Volume: 0.5 cf</p> <p>Quad Acc: Negligible</p>
9.	<p><u>Unpublished Studies Files.</u></p> <p>Unpublished studies files consist of the final version of each unpublished study or report prepared by the Commission staff or by an individual or organization under contract.</p> <p><u>PERMANENT.</u> Offer to NARS when 20 years old.</p>		<p>Total Volume: 2.25 cf</p> <p>Quad Acc: 0.5 cf</p>
10.	<p><u>Project Subject Files.</u></p> <p>Project subject files consist of all records relating to a specific project from inception to completion. Includes correspondence with other Federal agencies, State and local governments, private individuals; questionnaires; memorandums; staff and contractor studies and reports; and related records.</p> <p><u>PERMANENT.</u> Offer to NARS when 20 years old.</p>		<p>Total Volume: 4.5 cf</p> <p>Quad Acc: 1 cf</p>
11.	<p><u>Chronological Files.</u></p> <p>Chronological or reading files maintained at the Commissioner level or for the entire Commission, excluding files</p>		<p>Total Volume: 0.5 cf</p> <p>Quad Acc: negligible</p>

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	maintained by individual staff members or project offices.		
12.	<p><u>PERMANENT.</u> Offer to NARS when 20 years.</p> <p><u>Audiovisual Files.</u></p> <p>Audiovisual files, consisting of still pictures, motion picture films, sound recordings, video records, and related documentation produced by or for the Commission.</p> <p>Dispose of in accordance with General Records Schedule 21.</p>		
13.	<p><u>Machine-Readable Files.</u></p> <p>Machine-readable records, such as master files, processing files, and documentation, including data on magnetic tape, disk packs, magnetic drums, punched cards, and related media.</p> <p>Dispose of in accordance with General Records Schedule 20.</p> <p><u>All Records Not Covered Elsewhere in this Schedule or in the other General Records Schedules.</u></p> <p>Submit SF 258.</p>		
14.	<p><u>Staff Reference Files.</u></p> <p>Staff reference files including drafts of correspondence, reports and studies; copies of materials retained under items 1-11 of this schedule; and publications from other government agencies, or private organizations and institutions.</p> <p>Destroy when obsolete, superseded, or on termination.</p>		
15.	<p><u>Mailing Lists.</u></p> <p>Lists of individuals and organizations that are to receive copies of the Commission reports.</p> <p>Destroy when obsolete, superseded, or on termination.</p>		
16.	<p><u>General Administrative Files.</u></p> <p>General administrative files pertaining to the internal operation of the Commission. Includes personnel, payroll, and fiscal records. The agency to which the Commission is</p>		

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	<p>attached for administrative purposes maintains the official files.</p> <p>(a) Transfer to the administrative agency any records needed to complete their files.</p> <p>(b) Destroy remaining files on termination.</p> <p>17. <u>Transitory Correspondence.</u></p> <p>Correspondence requiring no substantive reply, such as requests for publications and general information.</p> <p>Destroy when request is completed or on termination.</p> <p>18. <u>Rejected Offers.</u></p> <p>Records offered to the National Archives but appraised as lacking sufficient research or other value to warrant permanent retention.</p> <p>Destroy immediately.</p> <p><i>O.P.M. Concurrence:</i></p> <p><i>[Signature]</i> Chief <u>10/4/83</u></p> <p>Name/Title Date</p> <p><i>Legislation and Special Policies Division</i></p>		