

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. 316-88-1 N1-770-87-5	DATE RECEIVED August 3, 1987 July
1. FROM (Agency or establishment)		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Japan U.S. Friendship Commission		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Wendy Zweben	5. TELEPHONE EXT. 275-7713		
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; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE 7/28/87	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Kendley S. Hoan</i>	D. TITLE <i>Executive Director</i>
--------------------	---	---------------------------------------

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
	<p>The Japan-United States Friendship Commission was established as an independent federal agency by the U.S. Congress in 1975 (PL 94-118). The Commission administers a U.S. Government Trust Fund which originates from part of the Japanese Government repayments for U.S. facilities built on Okinawa and returned to Japan, and for post-war American assistance to Japan. Income from the Fund is available for the promotion of scholarly, cultural, and public affairs activities between Japan and the United States.</p> <p>The Fund and the program are administered by a Commission of eighteen Americans representing the legislative and executive branches of the United States Government and the fields of scholarship, mass media, business, and the arts in the private sector. The Friendship Act provides that the Commission shall be composed of the twelve members of the United States Panel of the Joint Committee on United States-Japan Cultural and Educational Cooperation (CULCON), which includes one representative each from the Departments of State and Education, and the United States Information Agency; two Members of</p>		

*copies to agency, NCF, NMF
11-23-87 OTR*

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO 516
 N1-~~70-80-5~~

PAGE
 2 OF 4

7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
	<p>the House of Representatives appointed by the Sepaker, and two Members of the Senate appointed by the President Pro Tempore; and the Chairmen of the National Endowment for the Arts and the National Endowment for the Humanities.</p> <p>Through a series of Commission meetings and widespread consultations with American and Japanese authorities and institutions interested in similar objectives, the Commission has developed five operating areas which have become the bases for evaluating requests, making grant decisions, and stimulating new activities in both countries, in the interest of Japanese-American communication and cooperation.</p> <p>Requests for grant support will be considered by the Commission under the five program areas of:</p> <ol style="list-style-type: none"> 1. Japanese Studies (for Americans) 2. American Studies (for Japanese) 3. The Arts 4. Policy-Oriented Research 5. Public Affairs/Education <p>This schedule covers the program records of the Commission. Disposition of financial, personnel, and office administrative records is covered by the authority of the General Records Schedules.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO. 316
 N1-~~20~~-88-~~5~~¹

PAGE 3 OF 4

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
1.	<p><u>Commission Meeting Files</u></p> <p>Records include agendas, briefing materials consisting of all proposals with staff recommendations, and minutes of meetings.</p> <p><u>PERMANENT</u>. Cut off files annually. Transfer to NARA in 5-year blocks when the most recent records are 20 years old. (e.g. transfer 1976-80 block in 2000).</p> <p>Accumulation on Hand: Approximately 3 cu. ft. Annual Accumulation: Approximately 6 in.</p>		
2.	<p><u>Publications</u></p> <p>One copy of each published report, study, pamphlet, booklet, poster, and other publication produced by or for the Commission. Includes annual reports and announcement of programs.</p> <p><u>PERMANENT</u>. Transfer to NARA in 5 year blocks when the most recent records are 20 years old.</p> <p>Accumulation on Hand: Approximately 3 in. Annual Accumulation: Negligible.</p>		
3.	<p><u>Organization Files</u></p> <p>Includes budget requests to Congress with justifications, policy statements, by-laws, operating procedures, unpublished information papers, study sheets, and speeches relating to the mission and programs of the Commission.</p> <p><u>PERMANENT</u>. Transfer to NARA in 5 year blocks when the most recent records are 20 years old.</p> <p>Accumulation on Hand: Approximately 1.5 cu. ft. Annual Accumulation: Approximately 3 in.</p>		
4.	<p><u>Correspondence Files</u></p> <p>a. Program-related letters, memos, and reports of the Chairman, the Executive Director, the Associate Executive Director who maintains the Tokyo office, and Commission members.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO. 316
 N1-~~316~~-88-1

PAGE
 4 OF 4

7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
5.	<p><u>PERMANENT</u>. Cut off files annually. Transfer to Washington National Records Center in 5 year blocks. Transfer to NARA in 5 year blocks when the most recent records are 20 years old.</p> <p>Accumulation on hand: Approximately 3 cu. ft. Annual Accumulation: Less than 1 cu. ft.</p> <p>b. All other correspondence.</p> <p>Destroy when three years old or when no longer needed, whichever is sooner.</p> <p><u>Grant Case Files</u></p> <p>Arranged alphabetically by name of grantee.</p> <p>Official case file for awarded grants consisting of a copy of the application and proposal, notification of approval, copy of the grant agreement, final financial report, and narrative report. Case files may contain working reports, trip reports, calendars of events, exhibit catalogs, news clippings, and symposium programs, depending on the subject of the grant. Original proposals and staff evaluations are filed in the agenda books (see item 1 above).</p> <p>Break files at completion of grant. Transfer to Washington National Records Center when 5 years old. DESTROY when 15 years old.</p>		
6.	<p><u>Grant Index Log</u></p> <p>Numerical register of approved grants.</p> <p>DESTROY with related grant files.</p>		
7.	<p><u>Grant Applications</u></p> <p>Rejected applications not filed in agenda book.</p> <p>Break files at end of each approval cycle. DESTROY when 5 years old.</p>		